



# San Francisco Residential Rent Stabilization and Arbitration Board

## PROOF OF SERVICE

Rent Board Case No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Administrative Law Judge: \_\_\_\_\_

My name is \_\_\_\_\_

I am the (check one)       landlord       landlord's agent/representative  
    tenant       tenant's agent/representative

On \_\_\_\_\_, I did serve a copy of the following documents:  
(date)

\_\_\_\_\_  
\_\_\_\_\_

on the following person(s): \_\_\_\_\_

### Service was made either by (check the appropriate statement):

placing a true copy in a sealed envelope with first class postage fully prepaid, in the United States mail at San Francisco, California and addressed as follows:

(name) \_\_\_\_\_

(address) \_\_\_\_\_

(city/state/zip) \_\_\_\_\_

(If more than one person, check here  and attach list of additional names and addresses.)

handing a true copy in a sealed envelope to the person(s) listed above.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this Proof of Service was executed on the date shown below at \_\_\_\_\_.**  
(city/state)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_