

TENANT LAST NAME/CASE NO. \_\_\_\_\_



**Rent Program**  
200 H Street, 3rd Floor Antioch, CA 94509  
PHONE: (925) 779-7017 | FAX: (925) 779-7003  
EMAIL: [rentprogram@antiochca.gov](mailto:rentprogram@antiochca.gov)

## PROOF OF SERVICE

I am over 18 years of age and not a party to the petition. I am a resident of or employed in the county where the mailing took place.

My residence or business address is:

\_\_\_\_\_

On \_\_\_\_\_, I served the following document(s): \_\_\_\_\_

\_\_\_\_\_

Service was made by (check the appropriate statement):

☐

**PERSONAL DELIVERY:**

I hand-delivered the documents listed above to the following person in compliance with state law on personal service of process:

☐

**MAILING:**

I placed a true, and correct copy of the document(s) listed above in a sealed envelope with first-class postage prepaid in the U. S. mail and addressed as follows:

☐

**U. S. POSTAL CERTIFIED MAILING:**

I placed a true, and correct copy of the document(s) listed above in a sealed envelope with US Certified postage prepaid in the U. S. mail and addressed as follows:

on the following person(s):

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I, declare under penalty of perjury under the laws of the State of California that the foregoing is true, correct, and this Declaration.

**Signature of Person Who Served the Document(s):**

Date: \_\_\_\_\_

\_\_\_\_\_  
*Type or print the name of the person who served the documents*



\_\_\_\_\_  
*Signature of the person who served the documents*

## Instructions

Use this PROOF OF SERVICE form to indicate the date and manner in which service took place, as well as the person(s) served.

**The person who serves the document(s) must complete this form. You cannot serve document(s) if you are a party to the petition.**

**\*\* A person over 18 years of age must serve the document(s): (1) by personal delivery (a person not a party to this action must serve the documents), (2) by first-class mail, and/or (3) by U.S. Postal Certified Mail.\*\***

After the petition, response, or other documents have been served on the opposing party(ies), submit a ***signed*** copy of this PROOF OF SERVICE.

The City will not process any documents related to a Rent Program proceeding until it receives a completed and signed PROOF OF SERVICE.