

PROOF OF SERVICE

Use this PROOF OF SERVICE form to indicate the date and manner in which service took place, as well as the person(s) served. Provide a copy of this PROOF OF SERVICE form to the opposing parties together with the document(s) served.

Submit this PROOF OF SERVICE with petition, response, or other documents filed with the City in connection with a Rent Program proceeding. The City will not process any documents received related to a Rent Program proceeding until it receives a PROOF OF SERVICE.

My name is _____.

On _____, I served the following document(s):
(Date of Service)

on the following person(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 pertaining to personal service of process:

Name: _____

MAILING:
I placed a true copy of the documents listed above in a sealed envelope with first class postage prepaid, in the U.S. mail and addressed as follows:

Name: _____

Address: _____

City, State & Zip Code: _____

I, declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and this Declaration was made on _____, 20____, at _____, California.

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

Print Name: _____ Date: _____