

SANTA MONICA RENT CONTROL BOARD
1685 MAIN STREET, ROOM 202, SANTA MONICA, CA 90401
(310) 458-8751

PROOF OF SERVICE
[Reg. 4003(c)]

INSTRUCTIONS: (1) Fill out the **Notice to Repair** form (attached) or write a letter listing the repairs or conditions about which you are complaining; (2) **Make a copy** of the Notice for yourself; (3) **Deliver** the Notice form (or letter) to your landlord by **mail or personal service**; (4) Complete **either Section A or B** of this PROOF OF SERVICE form and **sign it**; (5) **Attach** to it **your copy** of the Notice form (or letter) you have served on your landlord; and (6) When you submit your Petition to the Rent Control Board, **both** this **original** Proof Of Service and a **copy** of the written Notice form (or letter) **must be attached**.

I declare that I am over the age of eighteen years; that my address is

_____ ; and that I **served** a true copy of the attached **Notice To Landlord To Repair Or Restore Services/Intent To File Petition For Rent Decrease (or letter)** by one of the following methods:

A. BY MAIL

I **served** a true copy of the attached **NOTICE** To Landlord To Repair Or Restore Services/Intent To File Petition For Rent Decrease (**or letter**) on the ____ day of _____, 200__ **by placing** said copy in an envelope addressed to the following persons at the address below:

_____(person served)

The envelope was then sealed and postage fully prepaid. I **deposited it in the United States mail** at _____, California. There is delivery service by United States mail at the place
City
so addressed and/or there is a regular communication by mail between the place of mailing and the place so addressed.

B. BY PERSONAL SERVICE

I **delivered** the **Notice** To Landlord To Repair Or Restore Services/Intent To File A Petition For Rent Decrease (**or letter**) by **personally handing** a copy of the "**Notice**" (**or letter**) to my landlord, **or** his/her authorized representative, **or** his/her manager as named below on the ____ day of _____, 200__ , at the address or location listed below:

_____(person served)

I declare under penalty of perjury that the foregoing is true and correct. Executed this ____ day of ____
_____ 200__, at _____, California.
(City)

Signature

Print or Type Name