



SANTA MONICA RENT CONTROL BOARD

1685 Main Street, Room 202, Santa Monica, CA 90401

• (310) 458-8751 • www.smgov.net/rentcontrol

PROOF OF SERVICE

Reg. 4003(c)

I declare that I am over the age of eighteen years; that my address is _____, Santa Monica, CA; and that I served on my landlord a true copy of the attached notice to repair or restore services (hereafter "Notice") by the following method:

Select one below and complete a separate Proof of Service for each Notice served.

◀ MAIL ▶

I placed the Notice in an envelope addressed to the following person(s) at the address below:

_____ *person(s) served*

_____ *address*

The envelope was then sealed and postage fully prepaid. I deposited it in the United States mail at _____, California on the _____ day of _____, 20____.
city

◀ PERSONAL SERVICE ▶

I handed the Notice to my landlord or his/her authorized representative/manager as named below on the _____ day of _____, 20____, at the address or location below:

_____ *person(s) served*

_____ *address*

◀ EMAIL or FAX ▶

Email or Fax [*choose one*] is my normal mode of communication with my landlord.

I emailed or faxed the Notice to my landlord or his/her authorized representative/manager as named below on the _____ day of _____, 20____, at the address or number below:

_____ *person(s) served*

_____ *email address or fax number*

I declare under penalty of perjury that the foregoing is true and correct. Executed on this _____ day of _____, 20____, at _____, California.
city

_____ *signature*

_____ *print name*