



LOS ANGELES COUNTY
CONSUMER & BUSINESS AFFAIRS
 Housing & Tenant Protections

PROOF OF SERVICE

Complete and return this form to:

COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
RENT STABILIZATION PROGRAM
 320 WEST TEMPLE STREET ROOM G-10, LOS ANGELES, CA 90012-2706
 Email: rent@dcbalacounty.gov

This form must be completed and provided to the Department of Consumer and Business Affairs (DCBA), whenever an application or notice is submitted to the department. Please fill this form out completely and attach any supporting documents. Service must be completed within the timeframe indicated by Los Angeles County Code Chapters [8.52](#) and [8.57](#).

You may submit to the department in person or via mail or email this Proof of Service and all supporting documents that demonstrate service was completed.

Check box for applicable document served: Application for Rent Adjustment Notice of Termination of Tenancy Buyout Agreement Other: _____

Section I: Server's Information (Select ONE)

Landlord/ Mobilehome Park Owner(s) Third Party

Name:			
Telephone Number:			
Address:		Email:	

Section III: Method of Service (Select ONE)

Certified Mail First Class Mail

Date mailed:		Tracking number # (if applicable):	
To the following address:			
Postage prepaid to the:	<input type="checkbox"/> Tenant(s)/Mobilehome Owner(s) <input type="checkbox"/> Landlord/Park Owner(s)		
Copy of return receipt attached (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Personal Service

Date and Time of Service:	
Address (if different from property address):	



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Section IV: Affected Parties

List the names of each recipient that is subject to this form and has received a copy of the application and/or notice selected above

Two columns of horizontal lines for listing affected parties.

Section V: Disclosure and Signature

Landlord or Mobilehome Park Owner(s):

I, _____ (Name), declare under penalty of perjury, under the laws of the State of California that a copy of above-mentioned documents have been provided to all tenants/mobilehome owners who are named in this document.

Third Party:

I, _____ (Name), declare under penalty of perjury, under the laws of the State of California that a copy of above-mentioned documents have been provided to all tenants/mobilehome owners who are named in this document.

Print Name

Date

Signature