



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@dcba.lacounty.gov

This form must accompany any application or notices submitted to the Department of Consumer and Business Affairs (DCBA) Rent Stabilization Program. Please complete the form 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 this Proof of Service and all supporting documents that demonstrate service was completed to the department in person, via mail, or email.

Section 1: Type of Document Served

Document(s) served: Application for Rent Adjustment Notice of Termination of Tenancy
 Buyout Agreement Other: _____

Section 2: Server's Information (Select ONE)

Landlord Landlord's Agent

Name:			
Telephone Number:			
Address:		Email:	

Section 3: Method of Service (Select either by Mail or in Person)

Served by Mail: Certified Mail First Class Mail

Date mailed:		Tracking number # (if applicable):	
Mailing address:			
Person Served:			
Copy of return receipt attached (if applicable):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Served in Person: Personal Service Substitute Service

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





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Section 4: 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.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section V: Disclosure and Signature

Landlord:

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

Landlord's Agent:

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

Print Name

Date

Signature

