



LOS ANGELES COUNTY

# CONSUMER & BUSINESS AFFAIRS

Housing & Tenant Protections

## PROOF OF SERVICE

**Complete and return this form to:**

LOS ANGELES COUNTY  
 DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS  
**RENT STABILIZATION PROGRAM**

320 WEST TEMPLE STREET ROOM G-10,  
 LOS ANGELES, CA 90012-2706

Email: [RSUEnforcement@dcba.lacounty.gov](mailto:RSUEnforcement@dcba.lacounty.gov) Fax: (213) 625-2031

This form must be completed and accompanied with any application or notice of termination of tenancy submitted to the Department of Consumer and Business Affairs (DCBA) Rent Stabilization Program. Service to the affected parties and DCBA must be completed within the timeframes indicated by Los Angeles County Rent Stabilization and Tenant Protections Ordinance (RSTPO) Chapter [8.52](#) of the County Code (LACC) and the Mobilehome Rent Stabilization and Mobilehome Owners Protection Ordinance (MRS MOPO) Chapter [8.57](#) LACC.

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

**Section 1: Type of Document Served**

- Document(s) served:
- Application for Rent Increase
  - Notice of Termination of Tenancy
  - Buyout Agreement
  - Capital Improvement or Primary Renovation
  - Other: \_\_\_\_\_

**Section 2: Server's Information (Select ONE)**

- Landlord  Landlord's Agent

<b>Name:</b>			
<b>Telephone #:</b>			
<b>Address:</b>		<b>Email:</b>	

**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

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

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**