

CITY OF RICHMOND RENT PROGRAM

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(510) 861-1111 | www.RichmondRent.org | rent@ci.richmond.ca.us



PROOF OF SERVICE

I am a resident of _____ County. I am and was, at the time of service, over eighteen (18) years of age. On _____ (DATE), at _____ (TIME), I served one copy of the attached documents:

(identify documents being served)

BY: (Check appropriate box)

PERSONAL SERVICE: Delivering the documents in person to the following individual(s): [PRINT NAME OF EACH PARTY SERVED]

MAIL: Placing the documents, enclosed in a sealed envelope with first-class postage fully paid, into a US Postal Service Mailbox, addressed as follows: [PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY]

Declaration: I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement and form is true and correct.

Signature: _____ Date: _____

Name: _____
First M.I. Last

Address: _____

E-mail: _____ Phone: _____