

# Proof of Service- Form H

**Purpose:** This form is for the landlord's use to record proof of service of all required notices to the City and tenants.

**Assessor's Parcel Number(s) (APN):** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Property Address:**

Property Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

**Owner/Agent Information:**

Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Agent Name: \_\_\_\_\_ Date of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Proof of Service:**

My name is \_\_\_\_\_.

On \_\_\_\_\_, I did serve copy of the following document(s):  
(date)

on the following person(s):

Service was made either by (check the appropriate statement):

- Placing a true copy in a sealed envelope with fist class postage prepaid, in the U.S. mail and addressed as follows:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, & Zip Code)

- Handing a true and complete copy to the person(s) listed above



**Declaration:** I (we), owner(s) of the above described property, declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

