



701 Atlantic Avenue • Alameda, California 94501-2161

**• FORM RP-204 •  
Proof of Service**

**PURPOSE**

This form may be used by a landlord to document that a tenant has been served any documents required by the Rent Ordinance, such as when noticing a tenant about withdrawing a rental unit from the rental market or when providing a tenant with a notice of rights or entitlements. Form instruction pages will indicate when proof of service is required.

**INSTRUCTIONS**

A landlord must provide proof to the Rent Program to substantiate that all required notices were served on the tenant(s). Landlords may use this proof of service form or use their own form as long as they provide all of the information found on this form.

**Property and Contact Information**

**Rental Unit Property Information**

Assessor Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_, Alameda, CA

**Landlord Contact Information**

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

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

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**Agent Contact Information (if applicable)**

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

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

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

## Proof of Service

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

On \_\_\_\_\_, I served the following document(s):  
(Date of Service)

\_\_\_\_\_

\_\_\_\_\_

on the following person(s): \_\_\_\_\_.

Service was made by (check the appropriate statement)

**PERSONAL DELIVERY:**

I handed a copy of the documents listed above to the following tenant(s):

\_\_\_\_\_

(Tenant Names)

**MAILING:**

I placed a true copy of the documents listed above in a sealed envelope with first class postage prepaid, in the U.S. mail and addressed as follows:

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

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

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

## Declaration

I, declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and this Declaration was made on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

**Signature of Person Who Served the Document(s):** \_\_\_\_\_

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

**Signature of Landlord/Agent:** \_\_\_\_\_

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