

**CITY OF RICHMOND RENT PROGRAM**

440 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804  
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**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: \_\_\_\_\_