



Sample Proof of Service

Note: This form may be used where required to demonstrate that a tenant was served legal documents. The appropriate format may vary from one jurisdiction to another, and all such forms should be reviewed by legal counsel prior to use.

Proof of Service

I, _____, say: I am, and was at the time the herein mentioned service took place, over the age eighteen years and doing business in the county where said services occurred.

My business address is: *[insert building address]*

Telephone # *[insert building manager's office phone #]*

I served the:

- _____ 3 - day notice to pay rent or quit
- _____ 3- day notice to quit
- _____ 3 - day notice to perform covenant
- _____ 30 - day notice to perform covenant
- _____ 30 - day notice to quit
- _____ 30 - day notice to change terms of tenancy
- _____ 60 - day notice to change terms of tenancy
- _____ Notice of belief of abandonment

On defendant

(Name) _____

_____ by personally handing a copy to defendant on (date) _____

_____ by leaving a copy with (name or description) _____ a person of suitable age or discretion on (date) : _____ and mailing a copy to defendant at his place of residence on (date) : _____ because defendant cannot be found at residence or place of business.

_____ by posting a copy on the premises on (date): _____ and mailing a copy to the defendant at the premises on (date) : _____ because defendants residence and usual place of business cannot be ascertained;

_____ because no person of suitable age or discretion can be found

_____ (Not for a 3-day notice) by sending a copy by CERTIFIED OR REGISTERED MAIL Addressed to defendant on (date): _____ at [City]

Signature: _____

Note: This document is included within the *Housing Operations* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at www.csh.org/toolkit2. This document has been adapted from CSH's *Supportive Housing Property Management Operations Manual*, which is available at www.csh.org/publications.