

## **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) \_\_\_\_\_\_ a person of suitable \_\_\_\_\_ 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: \_\_\_\_\_

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