



San Francisco Residential Rent Stabilization and Arbitration Board

NOTE: Any party may appeal the Decision of the Administrative Law Judge. **Such appeal must be filed no later than fifteen (15) calendar days after the date of mailing of the Administrative Law Judge's Decision.** The filing of a timely appeal will stay only that portion of the Administrative Law Judge's Decision that permits payment, refund, offsetting or adding rent. If you are filing a late appeal, you must state the reason in writing and include it with your appeal so that the Board can determine if there is good cause for the untimely filing. The filing of an untimely appeal does not stay any portion of the Administrative Law Judge's decision.

Rent Board Date Stamp

APPEAL TO THE BOARD

THIS APPEAL FORM MUST BE SUBMITTED AS FOLLOWS:

1. Appeals must be filed either by email (no copies required unless your appeal is over 40 pages, in which case it must be filed either by mail, delivery service or at the front counter with 16 copies). If filed by email, appeals must be filed as a single pdf document (no screenshots, links, videos or the like are accepted). Please do not submit multiple pdfs or multiple emails. If your appeal cannot be provided in a single pdf, please file it in person, by mail or delivery service. All supporting documents must be provided with the appeal to the board form.
2. If it is necessary to submit any supplemental reply to another party's (or the Rent Board's) submission on appeal, such reply must be submitted no later than *5 days before the Board meeting in the same manner as set forth above. Any documents received within 5 days of a Board Meeting will be provided to the Commission but may not be considered.* Please do not file any documents both by email and in hard copy, choose one or the other. If you wish the Commission to have color copies, do not file by email.
3. If you are filing the appeal because you did not receive the notice of hearing, you must attach a completed Declaration of Non-Receipt of Notice of Hearing form, which is available at the Rent Board's office and in the Forms Center on our website at <https://sf.gov/rentboard>.

Case Number

Name of Administrative Law Judge

Date Decision was Mailed

Name of Party Filing Appeal (Please Print)

☐

Landlord

☐

Tenant

☐

Master Tenant

☐

Subtenant

Street Number of the Unit on Appeal

Street Name

Unit Number

San Francisco, CA

Zip Code

I appeal the Administrative Law Judge's Decision because I believe that the Administrative Law Judge erred or abused his or her discretion in the following respects (attached additional pages as necessary):

NOTE: THE RENT BOARD WILL MAIL A COPY OF THIS APPEAL TO THE OTHER PARTY(IES). HOWEVER, THE PARTIES MUST SERVE EACH OTHER WITH ALL OTHER DOCUMENTS FILED AFTER THE INITIAL FILING OF THIS APPEAL, AND INDICATE YOU HAVE DONE SO.

Date

Signature*

*If representative, print name

ADDITIONAL INFORMATION REQUIRED ON PAGE TWO OF THIS FORM
APPEAL TO THE BOARD (page two)

Tenant or Subtenant Information: * If there is more than one tenant, attach additional names and addresses.

First Name	Middle Initial	Last Name			
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Mailing Address: Street Number	Street Name	Unit Number	City	State	Zip Code
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Primary Phone Number			Email Address		
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Tenant or Subtenant Representative Information:

First Name	Middle Initial	Last Name			
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Mailing Address: Street Number	Street Name	Unit Number	City	State	Zip Code
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Primary Phone Number			Email Address		
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Landlord or Master Tenant Information: * If there is more than one landlord, attach additional names and addresses.

First Name	Middle Initial	Last Name			
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Mailing Address: Street Number	Street Name	Unit Number	City	State	Zip Code
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Primary Phone Number			Email Address		
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Landlord or Master Tenant Representative Information:

First Name	Middle Initial	Last Name			
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Mailing Address: Street Number	Street Name	Unit Number	City	State	Zip Code
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Primary Phone Number			Email Address		
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Other Party Information: Please specify the other party's role in this case _____

First Name	Middle Initial	Last Name			
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Mailing Address: Street Number	Street Name	Unit Number	City	State	Zip Code
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Primary Phone Number			Email Address		
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