



# San Francisco Residential Rent Stabilization and Arbitration Board

NOTE: The Rent Board cannot allow files to be removed from the office. If you wish to review a file or obtain a duplicate of any document or recording held by the Rent Board, you must first complete this form.

Rent Board Date Stamp

## REQUEST FOR DUPLICATION SERVICES AND FILE REVIEW

### ↓ Contact Information ↓

First Name (please print) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

**Mailing Address:** Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ Unit Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone Number (required) \_\_\_\_\_ Email Address \_\_\_\_\_

### ↓ Review and/or Duplication Request ↓

Case Number(s) (Maximum of 5) – Request will not be processed without case numbers. \_\_\_\_\_ Hearing Date(s) \_\_\_\_\_

Entire Building Address (lowest & highest numbers) \_\_\_\_\_ San Francisco, CA 941 \_\_\_\_\_ Zip Code \_\_\_\_\_

- File Review Only**
- Document Duplication**    OR     **Scanning**

Please select from the options below. There is a copying fee of 10¢ per page for hard copies. For orders over 50 pages, fees must be prepaid by cash or check. Make check payable to San Francisco Rent Board. If you need a document to be certified for court, there is an additional fee of \$1.00 per document.

- Copy of decision                       Copy of entire file                       Other (specify): \_\_\_\_\_
- Copy of eviction notice                       Printout of database record of eviction notice
- Copy of selected documents from the file as described below (i.e. specify page numbers, pages with paper clips, etc.)

The approximate timeline for document duplication is 10 working days. For exceptionally large quantities of documents to be copied, the Rent Board may require that the requesting party hire a professional copy service to duplicate the material at the Rent Board's office.

- Duplication of Hearing Recording**  
The approximate time for duplication of the hearing recording is 10 working days.  
Cost is \$1.00 per CD. Payment in advance is required.

### ↓ Preferred Delivery Method ↓ Please select one of the options below.

- Mailed** to the address above – All fees must be prepaid for items that will be mailed.
- Electronic delivery via email – Subject to email attachment size limits.**
- Held at **Will Call** – Someone will call you when your order is ready for pick-up.

Do not use this form in place of a subpoena or request for administrative record.

- Subpoenas must be accompanied by legal subpoena papers and appropriate fees.
- Requests for administrative records must be submitted to Senior Administrative Law Judge Joey Koomas.

**OFFICE USE ONLY:** # of copies \_\_\_\_\_ # of files \_\_\_\_\_ # of CDs \_\_\_\_\_ Date completed \_\_\_\_\_ Initials \_\_\_\_\_