

**Residential Rent Stabilization and Arbitration Board  
City and County of San Francisco**

**REQUEST FOR EXTENSION OF OPEN RECORD**

Name of Person Requesting Extension: \_\_\_\_\_  
\_\_\_\_\_

Property Address: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Administrative Law Judge: \_\_\_\_\_

Original Date of Close of Record for Landlord: \_\_\_\_\_

Original Date of Close of Record for Tenant: \_\_\_\_\_

Reason for Extension Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETERMINATION ON EXTENSION REQUEST**

Granted       Not Granted

**ORDER**

For good cause shown and in the interest of justice, the record shall remain open for the submission of additional documentation. A copy of the submission must be provided by the submitting party to the responding party at the time of submission to the Board. The submitting party must file a Proof of Service form with the Rent Board to show that the submission was provided to the responding party. The responding party may submit a written response within \_\_\_\_ days; however, a response is not required. The responding party must file a Proof of Service form with the Rent Board to show that the response, if any, was served on the other party. A blank Proof of Service form is attached for the convenience of the parties. **Failure to provide the other party with copies of the post-hearing submission may result in the Administrative Law Judge disregarding the submission.**

**New Date of Close of Record for Landlord:** \_\_\_\_\_

**New Date of Close of Record for Tenant:** \_\_\_\_\_

Good cause for extending the open record has *not* been shown. **The record will close on the original dates noted above.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Law Judge

**Residential Rent Stabilization and Arbitration Board  
City and County of San Francisco**

**PROOF OF SERVICE**

Rent Board Case No.: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Administrative Law Judge: \_\_\_\_\_

My name is \_\_\_\_\_

I am the (check one)       landlord       landlord's agent/representative  
    tenant       tenant's agent/representative

On \_\_\_\_\_, I did serve a copy of the following documents:  
(date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the following person(s): \_\_\_\_\_

**Service was made either by (check the appropriate statement):**

placing a true copy in a sealed envelope with first class postage fully prepaid, in the United States mail at San Francisco, California and addressed as follows:

(name) \_\_\_\_\_

(address) \_\_\_\_\_

(city/state/zip) \_\_\_\_\_

(If more than one person, check here  and attach list of additional names and addresses.)

handing a true copy in a sealed envelope to the person(s) listed above.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this Proof of Service was executed on the date shown below at \_\_\_\_\_.**  
(city/state)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_