



# San Francisco Residential Rent Stabilization and Arbitration Board

Rent Board Date Stamp

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.

## APPEAL TO THE BOARD

### THIS APPEAL FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

- TWO PRE-ADDRESSED MANILA ENVELOPES FOR EACH NON-APPEALING PARTY**, with no return address and no postage.
- TWO PRE-ADDRESSED BUSINESS-SIZED ENVELOPES FOR YOURSELF AND EACH NON-APPEALING PARTY**, with no return address and no postage.
- COPIES OF THE APPEAL FORM WITH SUPPORTING DOCUMENTS FOR EACH NON-APPEALING PARTY**, plus **16 ADDITIONAL COPIES** for the Rent Board Commissioners and staff. Each appeal packet must be complete. Rent Board staff cannot copy or collate any appeal documents for appealing parties. Please do not "tab" documents.
- 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 [www.sfrb.org](http://www.sfrb.org).

Case Number \_\_\_\_\_

Name of Administrative Law Judge \_\_\_\_\_

Name of Party Filing Appeal (Please Print) \_\_\_\_\_

Landlord

Tenant

Date Decision was Mailed \_\_\_\_\_

Street Number of the Unit \_\_\_\_\_

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:**

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

\_\_\_\_\_  
First Name Middle Initial Last Name

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

\_\_\_\_\_  
Primary Phone Number Other Phone Number

**Tenant Representative Information:**

\_\_\_\_\_  
First Name Middle Initial Last Name

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

\_\_\_\_\_  
Primary Phone Number Other Phone Number

**Landlord Information:** \* If there is more than one landlord, attach additional names and addresses.

\_\_\_\_\_  
First Name Middle Initial Last Name

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

\_\_\_\_\_  
Primary Phone Number Other Phone Number

**Landlord Representative Information:**

\_\_\_\_\_  
First Name Middle Initial Last Name

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

\_\_\_\_\_  
Primary Phone Number Other Phone Number

**Other Party Information:** Please specify the other party's role in this case \_\_\_\_\_

\_\_\_\_\_  
First Name Middle Initial Last Name

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

\_\_\_\_\_  
Primary Phone Number Other Phone Number