



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)

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

- 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 as follows:

- Fewer than 10 pages - At the time of the request, or within 3 to 5 working days
- 10-30 pages - 3 to 5 working days
- More than 30 pages - 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