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

REQUEST FORM
FILE REVIEW & DOCUMENT/RECORDING DUPLICATION SERVICES

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

- A copying fee of 10¢ per page is charged. ALL FEES MUST BE PREPAID FOR ITEMS THAT WILL BE MAILED.
- Requests for **ADMINISTRATIVE RECORDS** must be referred to Senior Administrative Law Judge Tim Lee.
- Subpoenas must be accompanied by official subpoena papers and appropriate fees.

Items will be prepared within the following timeframes:

DOCUMENT DUPLICATION

- 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 must be made in advance.

Please Check the Box(es) for the Service(s) You Are Requesting:

❒ **File Review Only**—Please note that depending upon the age of the file, it may be in our archives, which will require a day to retrieve.
❒ **Document Duplication Services**
❒ **Hearing Recording Duplication Services**

CASE NO(S). _____ HEARING DATE(S) _____

PROPERTY ADDRESS _____

YOUR NAME (PRINT) _____

MAILING ADDRESS _____

_____

SIGNATURE _____

PHONE NUMBER _____ DATE OF REQUEST _____

Additional information about your duplication request (optional): _____

_____

If your request cannot be processed today, please indicate your preference below (check one):

❒ Call me at the number shown above so that I may come pick it up in **"WILL CALL".**
❒ Please mail my request to me at the address shown above**. All items being mailed must be prepaid before we can mail them.**

587 Duplication Request 2/12/13