

City of Berkeley
Rent Stabilization Board
2125 Milvia Street
Berkeley, CA 94704
Tel: (510) 981-7368
Fax: (510) 981-4910

FOR OFFICE USE ONLY	
Amount Paid:	Receipt #:
Completed by:	Date Completed:

REQUEST FOR PROPERTY AND HEARINGS FILE or AUDIOTAPE/CD DUPLICATION

Copies of items in the Property or Hearings file can be obtained for 10¢ per page. Copies of Hearing Tapes or CD's can be obtained for \$10.00 per tape, per cd. Please submit all requests 24-hours in advance. **ADVANCE PAYMENT IS REQUIRED.**

Please check ✓ the type of request:

Property File - # of pages: _____

Hearing File - # of pages: _____

Petition Number (s): _____

Hearing CD - # of CD's: _____

Petition Number (s): _____

Hearing Tapes - # of tapes: _____

Petition Number (s): _____

Are you a party to this Petition: Yes: Landlord _____ Tenant _____ No: If no, briefly state your reason for requesting this file: _____

Date Requested: _____

Property Address: _____

Requestor's Name: _____

Telephone #: _____ E-mail: _____

Total Amount Due: _____

Please check ✓ one of the following:

Will Pick-up Copies

Please Mail Copies To: _____

Please Note: If advanced payment is not received, this request will be considered VOID. If you requested to pick-up copies, please pick them up within 15 days of this request or they will be destroyed. All copies will be available for pick-up after 2:00 pm.