

**Information for Payment of Rent**

For the residential unit at \_\_\_\_\_, Berkeley, CA \_\_\_\_\_.

The existing rental agreement requires the rent to be paid to: (Check the applicable boxes)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

- By mail**
- In person, during the following days and hours:** \_\_\_\_\_
- By deposit at the following bank:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Account Number \_\_\_\_\_

The rental agreement allows the rent to be paid by:

(Circle those that apply) **Check**   **Money Order**   **Cash**   **Other:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Civil Code section 1962 requires landlords to provide information to all residential tenants concerning to whom and how rent should be paid. This form is provided by the Berkeley Rent Stabilization Program to assist landlords in complying with the requirements of that law.***

**Information For Services of Process, Notices and Demands**

For the residential unit at \_\_\_\_\_, Berkeley, CA \_\_\_\_ .

**Personal service may be affected on the property manager and the owner or the owner's authorized agent at the following addresses:**

**Property Manager**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

**Owner or agent authorized to receive services of process, notices and demands:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Civil Code section 1962 requires landlords to provide all residential tenants with information about the property manager and the owner or person authorized to accept services of process, notices and demands. This form is provided by the Berkeley Rent Stabilization Program to assist landlords in complying with that law.***