

4. Please state your complaint clearly and concisely in your own words. Give dates of the transactions and rental agreement(s) and explain efforts you have made to resolve the issue. (If additional space is needed, you may attach a separate sheet with any added details). PLEASE GIVE A DETAILED AND COMPLETE HISTORY of rental raises since date of occupancy in this unit to the present time, and attach verification of same.

DATE OF OCCURRENCE COMPLAINT

I declare the facts contained herein are true and accurate to the best of my knowledge. I also understand that no action of any kind can be taken by the Mediation Board until this request for mediation is completed and returned to the Board.

Signed _____ Date

Mail or deliver to: Gardena Rent Mediation Board
 Gardena City Hall
 1700 West 162nd Street
 Gardena, CA 90247

TENANT(s) AUTHORIZATION SPOKESPERSON FORM

Please be advised that as a **TENANT(s)** in the above referenced case, I realize that my case has been consolidated pursuant to Gardena Municipal Code Sec. 14.04.110 and further represent that the agent / spokesperson(s) listed below are fully authorized to represent my interests and enter into a Binding Settlement of the issues being mediated and/or arbitration for the property located at _____ , referred to as _____.

PLEASE PRINT ALL INFORMATION, THEN SIGN AND DATE THE FORM.

SPOKESPERSON/AGENT _____ NAME (print)	DATE _____ AUTHORIZED SIGNATURE(S):
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- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Note:

Be also advised that this hearing is closed to the public. Therefore, only the individuals that are listed below as spokesperson or agent will be able to speak during the mediation and/or arbitration process. Nevertheless, if there are any breaks or recess during the hearing, the tenants being represented maybe able to ask questions or voice concerns to their appointed representatives.

Furthermore, pursuant to Gardena Municipal Code section 14.04.120, no attorney shall partake in any mediation or arbitration hearing unless they are the owner, manager, or tenant of the dwelling unit that is involved in the mediation and/or arbitration.

**RENT MEDIATION AND/OR ARBITRATION
SIGN – UP SHEET**

Please be advised that by signing this sheet you as a **TENANT(s)** in the above referenced case, have agreed to the following information below and are bound by any resolutions or agreements that are made on behalf of yourself(s) as tenants at the above mentioned property.

I realize that my case has been consolidated pursuant to Gardena Municipal Code Sec. 14.04.110 and further represent that the agent / spokesperson(s) listed are fully authorized to represent my interests and enter into a Binding Settlement of the issues being mediated and/or arbitration for the property located at: _____, referred to as _____
_____.

PLEASE PRINT ALL OF THE REQUIRED INFORMATION.

NAME:

ADDRESS/UNIT#:

PHONE:

1.

2.

3.

4.

5.

6.

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