

Proof-of-Mailing Documentation Checklist

Complete one checklist per notice sent, on the day the notice goes out. The finished file should let a future board member, a judge, or the owner's attorney reconstruct exactly what was sent, to whom, when, and how.

Lot / property address:

Owner the notice was addressed to:

Date of mailing:

Mailed by (name):

Certified-mail tracking number:

From the certified-mail receipt

Items in the file

- ☐ Exact copy of the letter as sent, showing the date, the lot, and the owner it was addressed to
- ☐ Mailing receipt: certified-mail receipt with tracking number (or certificate of mailing, if that is all you used)
- ☐ Return receipt — green card or electronic PDF — filed as soon as it comes back
- ☐ Name of the person who mailed it and the date of mailing
- ☐ Note of the regular first-class duplicate, if one was mailed the same day (recommended)
- ☐ Note of any email copy sent, with the address used and the basis for using it (owner designation / official records)
- ☐ All of the above attached to the violation case file, not a board member's personal inbox

Returned-mail protocol

- ☐ If the certified piece comes back refused or unclaimed, re-send by regular first-class mail to the same address
- ☐ Log the date of the re-send

Date certified piece returned (if applicable):

Date of first-class re-send (if applicable):
