

California Tenants -- Letter to demand rent receipt

Instructions:

1. [Click here to open a Microsoft Word version of this sample letter](https://actionnetwork.org/groups/tenants-together/files/8160/download)
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. This sample letter is intended to be used if you are a tenant requesting rent receipts.
4. Please note that you should **tailor this letter to the facts in your case**. This template is **not a substitute for legal advice**. If you need help finding a tenant attorney, please see the [Tenants Together Directory](http://www.tenantstogether.org/resource-directory).
5. Once filled out with your information, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

( )

**Comment [AI1]:** Date

( )

**Comment [AI3]:** Address of landlord and/or property manager

**Comment [AI2]:** Full name of landlord and/or property manager

( )

Dear ( ),

**Comment [AI4]:** Full name of landlord and/or property manager

I ( ) am a tenant at ( ).

**Comment [AI5]:** Tenant’s Name(s)

**Comment [AI6]:** Address, City, State, ZIP

As you know, I pay my rent each month ( ).

**Comment [Aj7]:** By check, by cash, cashier’s check, etc.

Under California law, I am entitled to a receipt for each rental payment. *California Code of Civil Procedure* §2075. Further, I may demand a proper signature to such receipt as a condition of the payment.

As such, I request that you provide me with a signed receipt upon receiving my future rental payments.

Thank you for your attention to this matter.

Sincerely,

( )

( )

**Comment [AI8]:** Your signature

**Comment [AI9]:** Your full name