



California Tenants -- Letter to demand rent receipt

Instructions:

1. [Click here to open a Microsoft Word version of this sample letter](#)
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](#).
5. Once filled out with your information, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

()

Comment [AI1]: Date

()

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

()

Comment [AI3]: Address 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 [A18]: Your signature

Comment [A19]: Your full name