California Tenants -- Letter if you are a tenant who has been locked out of your home or have been threatened with lock-out

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 if you are a tenant who has been locked out of your home or have been threatened with lock-out.
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

(___________)  (______________)  (______________)

Dear (_________________),

I (__________________) am a tenant at (__________________), I am writing because [I was locked out/I was threatened with lock-out] on (__________).

The reason for my concern is

(________________________________________________________________________)

Comment [A11]: Date

Comment [A12]: Full name of landlord and/or property manager

Comment [A13]: Address of landlord and/or property manager

Comment [A14]: Full name of landlord and/or property manager

Comment [A15]: Tenant’s Name(s)

Comment [A16]: Address, City, State, ZIP

Comment [A17]: Pick one.

Comment [A18]: Date of lock out/threat.

Comment [A19]: Describe each instance of lock out or threat of lock out.
California law makes clear that lock-outs are illegal. A landlord shall not prevent the tenant from gaining reasonable access to the property by changing the locks or using a bootlock or similar methods. *California Civil Code §789.3(b)(1).* Tenants may only be removed from the property by a sheriff acting pursuant to a court order.

An unlawful lockout is punishable as a crime under *California Penal Code §418.00.* In addition, you may be liable for statutory penalties of no less than $250.00 per each separate cause of action, plus additional damages and costs. *California Civil Code §798.3(c).*

Please comply with your obligations and refrain from any further attempts to lock me out of my home.

Sincerely,

(__________________)  
(__________________)

Comment [AI10]: Your signature  
Comment [AI11]: Your full name