



California Tenants – Use this letter if you are a tenant who needs a change in policy or to modify your home because of a disability.

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. Use this sample letter if you are a tenant who needs a change in policy or to modify your home because of a disability.
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 and sent to your landlord, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

()

Commented [SSL1]: Date

()

Commented [SSL2]: Full name of the landlord and/or property manager

()

Commented [SSL3]: Address of landlord and/or property manager

Dear (),

Commented [SSL4]: Name of landlord and/or property manager

I have been a tenant at () since (). I write to request a reasonable accommodation as permitted under the Federal Fair Housing Act (42 U.S.C. §§ 3601-3619) and the California Fair Employment and Housing Act ("FEHA") (Ca Civil Code §§ 54, et seq).

Commented [SSL5]: Your address

Under the Fair Housing Act and California FEHA, a landlord is required to accommodate a tenant with a disability by changing or making an exception to a rule or policy, as long as the requested accommodation is reasonable and related to the disability. Additionally, a landlord cannot refuse to

Commented [SSL6]: When you first moved to the unit

permit a tenant to make reasonable modifications of existing premises if such modifications may be necessary to afford the tenant equal opportunity to use and enjoy the dwelling.

I or a member of my household request that:

[Redacted text area]

This request is related to my or a member of my household's disability because:

[Redacted text area]

Please respond to this request in writing within [Redacted] days. I can be contacted at [Redacted]. I have kept a copy of this letter for my records. Thank you for your attention to this serious matter.

Sincerely,

[Redacted signature area]

Commented [SSL7]: Describe the change in policy that you want (e.g., changing a 'no pets' policy to allow a service dog or emotional support animal) or the modification to your unit (e.g., adding grab bars in the bathroom to accommodate someone in a wheelchair)

Commented [SSL8]: Describe the disability and how it is connected to the change/modification you're asking for

Commented [SSL9]: Insert number of days (perhaps 7, 10 or 15)

Commented [SSL10]: Provide an address or email address

Commented [SSL11]: Your Name

Commented [SSL12]: Your Address