



California Tenants – Use this letter if you are a tenant who entered into a verbal agreement for an apartment with your landlord and needs documentation to apply for rental assistance funds.

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 entered into a verbal agreement for an apartment with your landlord and needs documentation to apply for rental assistance funds. 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.
4. 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 [MC1]: Date

( )
( )

Commented [MC2]: Full name of landlord and/or property manager

Commented [MC3]: Address of landlord and/or property manager

Dear ( ),

Commented [MC4]: Full name of landlord and/or property manager

I ( ) am a tenant at ( ). I am applying for a rental assistance program, and this letter certifies the details of our verbal lease for this application.

Commented [MC5]: Your/tenant's name(s)

Commented [MC6]: Address, City, State, Zip

On ( ), I ( ) (tenant) entered into a verbal agreement to lease a residential dwelling with ( ) (landlord). The property is located at ( ) and is being leased for

Commented [MC7]: Insert date when of verbal lease agreement

Commented [MC8]: Your/tenant's name(s)

Commented [MC9]: Full name of landlord and/or property manager

Commented [MC10]: Address, City, State, Zip

( ) via a ( ). The term of the lease  
( ).

**Commented [MC11]:** Insert amount of rent

**Commented [MC12]:** Fixed lease (if for a given term) or month-to-month (if agreement goes month to month)

I can be reached at: ( ).

**Commented [CM13]:** Insert term of lease (length of time covered by lease)

**Commented [CM14]:** Insert contact information (phone/email)

Sincerely,

( )  
( )

**Commented [MC15]:** Your signature

**Commented [MC16]:** Your full name