



TEMPLATE LETTER: **Landlord Accepting Rent from a Third Party**

California law requires landlords to accept rent payment from a third party – i.e. someone who is not the tenant - if the third party gives the landlord a signed statement confirming:

1. the third party is not currently a tenant in the unit, and
2. the landlord is NOT making the third party a new tenant by accepting the third party's rent payment.¹

Some examples of third parties are: domestic violence organizations, social services organizations, or the tenant's family members or caretakers.

If a third party does not give the signed statement, the landlord does not have to accept the rent payment from the third party. Also, a landlord can require the third party to give a signed statement for every rent payment they make, or the landlord can agree that one statement is enough for all rent payments the third party makes.²

Third parties should use the template letter when they pay for a tenant's rent. When using the template, ***third parties should date and sign the letter and keep a copy of the completed letter for their records.*** Tenants should also keep a copy of the letter for their records. If you do not have access to a copier, take a picture of the final document before giving it to the landlord.

¹ Civ. Code § 1947.3, subds. (a)(3).

² *Ibid.*

Template Letter: Landlord Accepting Rent from a Third Party Instructions

1. You can download this template in a word document by clicking this [link](#).
2. Delete instructions, highlights and brackets i.e. [] before giving your letter to the landlord.
3. Fill out the highlighted sections.
4. Date and sign the letter.
5. Make a copy or take a picture of the signed letter for your records.
6. Give or send the completed letter to the landlord.

I, **[insert name of third party]**, state as follows:

I am not currently a tenant of the premises located at **[insert address of premises]**.

I acknowledge that acceptance of the rent payment I am offering for the premises does not create a new tenancy.

(Signature of third party) <hr/>	Date: <hr/>
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