



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

( )

**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 ( ). I am writing because (I was locked out/I was threatened with lock-out) on ( ).

**Comment [AI5]:** Tenant's Name(s)

**Comment [AI6]:** Address, City, State, ZIP

**Comment [AI7]:** Pick one.

**Comment [AI8]:** Date of lock out/threat.

The reason for my concern is

( )

**Comment [AI9]:** 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