

Sample Letter

Tenant's Response to a "Demand for Compliance or Possession"

Tenant's Name: _____

Tenant's Address: _____

Date: _____

Via Certified Mail*

Via 1st Class Mail, USPS

Landlord's Name

Address

Re: Demand for Compliance or Possession dated _____

Dear _____ (Landlord's Name):

I received your Demand for Compliance or Possession on _____ (date I received Demand). Please be advised that I am in compliance with the lease agreement. *(NOTE TO TENANT: If your landlord has been misinformed and you are in compliance with the lease agreement, say so. For example, if you are being wrongfully accused of a noise violation when you weren't home, say so. In the alternative, if you have violated the lease agreement but the violation has been cured, explain that. For example, if your landlord has accused you of having a pet in violation of your lease agreement and you have found a new home for your pet, explain that.)*

If you have any questions, please contact me.

Thank you.

Your Name

Your Phone Number

*** NOTE TO TENANT: Do not allow the deadline noted on the Demand for Compliance to lapse. It is advisable that you respond immediately, before the deadline expires.**

Tips: (1) Check your lease agreement to determine your rights and responsibilities. Are you in compliance? Has your landlord followed the requirements of your lease agreement in giving you the Demand notice? (2) Retain a copy of your response for your records. If your landlord attempts to evict you for the alleged violation, you will want to have a copy of your letter for court. (3) To ensure that your landlord receives your letter, it is recommended that you send it via certified mail, so that you have proof of mailing, and also 1st class mail to ensure that your landlord receives it even if he or she isn't willing to retrieve the certified mailing. To insure that you meet the deadline, you may want to hand-deliver a copy and/or send it via email as well.