

## Sample letters to use when communicating about wildfire issues

We have prepared sample letters that you can fill out and use when communicating with your landlord or your housing caseworker. You can also copy the letters or change them to make them more useful to you. It's very important that you **keep a copy** of all communications that you send. Consider sending copies of these letters by email so that you can prove when they were sent.

This section contains the following letters:

1. My home was destroyed and I want my tenancy to end
2. My home was destroyed and I do not want my tenancy to end
3. My home was damaged and I want my tenancy to end
4. My home was damaged and I want you to make repairs
5. From subsidized tenants to caseworkers: My home was damaged or destroyed and I want to move

Your name and address:

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Landlord's name and address:

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Re: My home was destroyed and I want my tenancy to end

Dear Landlord:

As you probably know, the home I rent from you has been completely destroyed by the recent wildfires. Because the home has been destroyed, and there is no part of it that I can live in, the rental agreement between us has ended. I would like to move on and search for other housing as soon as possible.

Please respond in writing as soon as possible to confirm that the rental agreement between us has ended because of the fire. Please also return my deposit and the remainder of the rent that I paid for September, dated from the date of the fire. The address that you can send the deposit and rent refund to is:

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If you disagree that the rental agreement between us has ended, please tell me in writing.

Thank you for your help in this difficult time.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (your signature)  
\_\_\_\_\_ (your name)  
\_\_\_\_\_ (date)

Your name and address:

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Landlord's name and address:

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Re: My home was destroyed but I do not want my tenancy to end

Dear Landlord:

As you probably know, the home I rent from you has been completely destroyed by the recent wildfires. Even though the home has been destroyed, I would like to continue to rent from you, if that's possible.

Please contact me in writing at this address to let me know if you are willing to continue my tenancy:

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I will not be able to pay rent until the home has been replaced and I can move back in. I'm willing to consider transferring to another home if you have one available.

Please contact me in writing to let me know if you are willing to continue my tenancy. If you believe that our rental agreement has ended, please let me know. If you intend to end our rental agreement, you must return my deposit and the remainder of the rent that I paid for September. Please send it to the address above.

Thank you for your help in this difficult time.

Sincerely,

\_\_\_\_\_ (your signature)  
\_\_\_\_\_ (your name)  
\_\_\_\_\_ (date)

Your name and address:

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Landlord's name and address:

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Re: My home was damaged and I want my tenancy to end

Dear Landlord:

As you probably know, the home I rent from has been seriously damaged by the recent fires. The damage to the home includes: (list most serious damage)

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Because the home has been so seriously damaged, there is no part of it that I can currently live in. I would like the rental agreement between us to end so that I can find another place to live.

If you agree that the rental agreement between us has ended because of the damage to the home, please confirm in writing. If you do not agree that the rental agreement has ended

Please respond in writing as soon as possible to confirm that the rental agreement between us has ended because of the fire. Please also return my deposit and the remainder of the rent that I paid for September, dated from the date of the fire. The address that you can send the deposit and rent refund to is:

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If you disagree that the rental agreement between us has ended, please tell me in writing. I am not required to pay any rent until the home has been repaired and I can live in it again.

Thank you for your help in this difficult time.

Sincerely,

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(your signature)

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(your name)

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(date)

Your name and address:

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Landlord's name and address:

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Re: My home was damaged and I want you to make repairs

Dear Landlord:

As you probably know, the home I rent from has been seriously damaged by the recent fires. The damage to the home includes: (list most serious damage)

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Although the home has been damaged, I want to continue renting from you. Please contact me in writing to let me know when you plan to make repairs to the home.

Because of the damage to the home, I believe that the rental value of the home is less than the amount I was paying. Until the repairs are completed, I plan to deduct \$\_\_\_\_\_ from the rent to cover the diminished rental value of the home. Please contact me in writing if you disagree that the home has lost rental value, or if you intend to complete repairs before my rent is due.

Thank you for your help in this difficult time.

Sincerely,

\_\_\_\_\_ (your signature)  
\_\_\_\_\_ (your name)  
\_\_\_\_\_ (date)

Your name and address:

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Re: My home was damaged or destroyed and I want to move

Dear Housing Authority Caseworker:

As you may know, the home that I rent at the address above has been destroyed or seriously damaged by the recent wildfires. I need to move as soon as possible. I know that I need to request a voucher from the housing authority in order to move. Please respond as soon as possible to help me start the process of requesting a new voucher.

I can be reached at:

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Thank you for your help in this difficult time.

Sincerely,

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(your signature)

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(your name)

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(date)