

Date: _____

Dear Landlord:

I have a nonprofit named _____ that is willing to pay \$_____ (amount) in rent money on my behalf provided that you complete and submit a W9 form. The W9 is necessary for them to disburse the money to you on my behalf.

Please note that, under Section 1947.3 of the California Civil Code, a landlord is required to accept a third party rental payment on behalf of a tenant so long as the third party does not represent itself as being a tenant and does not seek to create a new tenancy for themselves. _____ (name of organization) is a third-party, nonprofit agency whose only goal here is to allow me to retain my home as an existing tenant.

Please see the signed acknowledgement below. Should you wish to verify this information, you can contact _____ at _____.

Thank you,

Tenant

ACKNOWLEDGEMENT

I _____ [insert name of third party and/ or organization representative], state as follows:

_____ [name of third party and/ or organization] is not currently a tenant of the premises located at _____ [insert address of premises].

I acknowledge that acceptance of the rent payment _____ [name of third party and/ or organization] is offering for the premises does not create a new tenancy.

Signature of third-party /
organization representative

Date