

# Request For Copy of Translated Rental Agreement

California Civil Code §1962(a) & § 1632(b)

To: \_\_\_\_\_  
(name and address of landlord)

From: \_\_\_\_\_  
(name and address of tenant)

Dear: \_\_\_\_\_,  
(Name of landlord or manager)

I am your tenant at the above mentioned property address. I am writing to you to request a copy of my current written lease agreement or a written statement of terms of my oral lease TRANSLATED into the Language of \_\_\_\_\_.  
(Language used by tenant to negotiate written or oral lease.)

Entered into on or about: \_\_\_\_\_.  
(Approximate date of signing of lease agreement or commencement of oral lease.)

Under *California Civil Code §1932(b)(3)*, you were required to give me a copy of my written rental agreement or oral lease TRANSLATED into the language used by me to negotiate my lease. Additionally, per *California Civil Code §1962(a)* you are also are required to give me a copy of my rental agreement once a year thereafter and with fifteen-days of receipt of this this request.

In the event that there is no written lease agreement governing my tenancy, *California Civil Code §1962(a)(3)*, requires that you or your agent furnish a written statement containing the information required by paragraphs (1) (2), and (3) of subdivision (a) of *California Civil Code §1962*; and once each calendar year thereafter, and that upon request by the tenant, the owner or owner's agent shall provide an additional copy of the statement to the tenant within 15 days.

Please send me a copy of my written lease agreement, or, the terms of my oral lease, fully TRANSLATED to me at the above address within fifteen-days.

Sincerely,

\_\_\_\_\_  
(Tenant's Signature)

\_\_\_\_\_  
(Date)