

**[Form of Tenant Protection Relocation Benefits Claim Letter]
[send via USPS Priority Mail w/ Delivery Confirmation]**

[Date]

[Name of landlord, landlord's agent, or property manager]
[Street address]
[City, state, zip code]

Re: Tenant Protection Ordinance Relocation Benefits Claim;
[Address of rental unit];
[Name of tenant head of household]

Dear _____:

Pursuant to the City of Pasadena Tenant Protection Ordinance ("TPO" or "Ordinance"), landlords are required to provide monetary relocation benefits to qualified tenants who are displaced under specific circumstances. The TPO is set forth in Chapter 9.75 of the Pasadena Municipal Code. A TPO Fact Sheet is enclosed for your reference.

This letter represents our claim for TPO relocation benefits (the "TPO Claim") for which we are eligible to receive as qualified tenants. Specifically, this TPO Claim is for relocation benefits in the total amount of \$_____ consisting of:

- Relocation Allowance in the amount of \$_____; plus
- Moving Expense Allowance in the amount of \$_____

Enclosed is a copy of our Tenant Certification of Household Income and Family Size.

You are respectfully requested to review this TPO Claim, comply with the Ordinance, and promptly provide payment on the claim in the amount set forth no later than _____, 2019.

Please contact me if you have any questions or need additional information regarding this TPO Claim. I can be contacted by phone at [(____) ____ - ____] or by email at _____.

Sincerely,

[signature]

Encl: Tenant Protection Ordinance Fact Sheet
Tenant Certification of Household Income and Family Size