

## NOTICE OF INABILITY TO PAY RENT DUE TO COVID-19

Date: \_\_\_\_\_

Name of landlord/manager: \_\_\_\_\_

Landlord/Manager's Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Dear \_\_\_\_\_:

This is a formal notice that I am unable to pay my rent due to COVID-19.

Because I am a tenant affected by COVID-19, I am due certain rights and protections under state and local laws. Evictions for non-payment of rent may not be brought against tenants who are unable to pay rent due to circumstances related to the COVID-19 pandemic. I am an affected tenant due to financial impacts from the following circumstances (check all that apply):

- Work closure, reduced hours, or other loss of income from my place of work.
- Childcare needs related to school closures.
- Caring for myself or a family member who is sick with COVID-19.
- Compliance with the shelter-in-place directive or other government-ordered emergency measure.
- Other: \_\_\_\_\_.

As a tenant experiencing financial hardship as a result of the COVID-19 epidemic, I request that any pending eviction action against me be cancelled and that I be allowed the maximum amount of time provided by state and local law to pay any back rent due. Additionally, please note that the law does not require me to enter into a payment plan at this time

Please provide me with written notification immediately that all existing documents related to my eviction are cancelled. This includes but is not limited to the cancellation of any Notice to Pay Rent or Quit.

Sincerely,

Sign your Name: \_\_\_\_\_

Print your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

**I have made a copy of this letter for my records.**