

NOTICE OF CORONAVIRUS-RELATED INABILITY TO PAY RENT
(CALIFORNIA EXECUTIVE ORDER N-37-20)

Instructions

*The California Attorney General has approved this form for optional use by tenants affected by the coronavirus pandemic to notify their landlords of their inability to pay rent. **This form is intended for use to preserve rights under the Governor's statewide order. Local measures where you live may provide greater protection; you should research the applicable local rules carefully.***

1. *Fill all the blanks below and check the boxes that apply.*
2. *Deliver a copy to your landlord.*
3. **Keep a copy of this notice (or at least a cell phone picture).**
4. *Gather and keep documentation to prove your inability to pay rent, such as termination or layoff notices, pay stubs, bank statements, medical bills, or a signed letter from an employer.*

DATE: _____ *(Put the date here)*

TO: _____ **FROM:** _____
(Landlord or manager's name) *(Tenant's name)*

TENANT'S HOME ADDRESS: _____

(Fill in the full address of the unit you are renting)

REASON: I am unable to pay the full amount of rent for the rental unit listed above, for the following COVID-related reason(s) *(Check all that apply)*:

- A tenant (or tenants) in the household lost income due to the coronavirus, the state of emergency, or the related government response (such as a layoff or reduction in hours).
- A tenant (or tenants) in the household needed to miss work to care for a child whose school was closed in response to the coronavirus.
- A tenant (or tenants) in the household was unable to work because of sickness with confirmed or suspected coronavirus.
- A tenant (or tenants) in the household was unable to work because of a need to care for a household or family member who was sick with confirmed or suspected coronavirus.
- Other COVID-related reason *(specify)*: _____

As a result, I need to delay some or all payment of the rent due, and am entitled to the protections of Executive Order N-37-20. Thank you for your understanding and cooperation.

Sincerely, _____
(Sign here)