



LOS ANGELES COUNTY

## CONSUMER & BUSINESS AFFAIRS

Housing & Tenant Protections

# Notice to Landlord of Inability to Pay Rent due to COVID-19—Instructions

The following template can be used to provide to your landlord(s) with notice of your inability to pay rent due to circumstances related to COVID-19 no later than seven (7) days after the date the rent was due, unless extenuating circumstances exist.

### Instructions:

1. Fill out the template completely.
2. Provide a copy of this template to your landlord **no later than seven (7) days** after your rent is due. Below, indicate the method in which you provided notice to your landlord(s). The Los Angeles County Department of Consumer and Business Affairs (DCBA) recommends providing notice either by email or certified mail.
  - Email sent to (Enter the email address you sent email to) on (Enter the date sent).
  - Certified mail sent to (Enter the address mail was sent to) on (Enter the date sent).
  - First Class mail sent to (Enter the address mail was sent to) on (Enter the date sent).
  - Other (specify): (Please enter the method in which you provided notice (i.e., text, phone call, in person, etc.) Please be specific. on (Enter the date sent).
3. Save a copy of this notice for your records.

Though it is not required, you may wish to submit documents to support your claim. Some examples include but are not limited to: paycheck stubs from before and after the COVID-19 pandemic, a letter from employer with reduced hours or layoff due to COVID-19, bank statements showing your financial situation before and after the COVID-19 pandemic, a statement of diagnosis of COVID-19, or any other documents that verify your financial loss is related to COVID-19.

**NOTE:** Should your landlord take you to court, you may be required to produce documentation to prove your financial hardship at that time. Please consult with a private attorney or reach out to Stay Housed L.A. at 888-694-0040 if you need legal assistance.

Please note that the Resolution does not provide a waiver of rent. It simply provides more time to pay any past due rent. No late fees or interest can be accrued during the Resolution. Residential Tenants (including mobilehome space renters) will have up to twelve (12) months to repay any past due rent. Tenants are encouraged to make partial payments if they can afford to do so. DCBA offers free mediation services for tenants and landlords who wish to work out a payment plan. Please contact us at (800) 593-8222 to learn more.

Disclaimer: The information provided by DCBA in this document is for informational purposes only. DCBA does not provide legal advice, and nothing in this document should be construed as legal advice. All information is provided in good faith, however DCBA makes no representation or warranty of any kind, express or implied, regarding the accuracy, adequacy, validity, reliability, or completeness of any information provided, and is not liable for any errors or omissions. Should this matter result in an Unlawful Detainer action, you may be required to provide documentation. DCBA strongly recommends you consult with legal counsel in the event a court summons is served, or any other legal actions is taken. DCBA cannot provide legal advice.



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

From: Enter your name  
Street Address  
City, State, Zip Code

Date: (Date you are sending the notice)

Dear (Name of landlord/manager),

On March 19, 2020, in response to the COVID-19 pandemic, the Los Angeles County Board of Supervisors enacted a temporary eviction moratorium, now known as the County's COVID-19 Tenant Protections Resolution (Resolution). For rent due between July 1, 2022 and January 31, 2023, the Resolution protects residential tenants (including mobilehome space renters) whose household income is at or below 80 percent of the Area Median Income (AMI)<sup>1</sup> (as outlined in chart below) from eviction if they are unable to pay rent due to a COVID-19 financial hardship. Tenants are required to notify landlord(s) of their inability to pay rent **no later than seven (7) days** after the date the rent was due unless extenuating circumstances exist.

Household Size

AMI%	1	2	3	4	5	6	7	8
80%	\$66,750	\$76,250	\$85,800	95,300	\$102,950	\$110,550	\$118,200	\$125,800

This letter is to inform you that my household income is currently at or below 80% of the AMI, and due to a COVID-19 related financial impact(s), I am unable to pay (some of, or any of) my rent due on (date rent is due) for the following reason(s) (Check all that apply):

- Suspected or confirmed diagnosis of COVID-19 or caring for myself or someone else such as a household member suspected or confirmed with COVID-19.
- Substantial loss of household income which is a loss of at least 10% of a tenant's monthly household incomes (may be evidenced by paystubs, letters from employers, etc.)
- Compliance with a recommendation from the County's Health Officer to stay home, self- quarantine, or avoid congregation with others during the state of emergency.
- Increased costs in food, fuel, childcare, and/or unreimbursed medical expenses in an amount greater than 7.5% of a tenant's monthly household income.
- Other COVID-19 related reason (specify):(Enter your reason here)

I have also attached supporting documents to support my claim, as indicated on the next page.

I understand my rent is not being waived and as a residential tenant I have up to twelve (12) months to pay back any amount due.

Thank you for your understanding and cooperation during these unprecedented times.

Regards,  
(Tenant's Signature)

<sup>1</sup> Income limits are established by the latest California Dept of Housing and Community Development (HCD) guidelines (effective May 13, 2022)



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# Notice to Landlord of Inability to Pay Rent due to COVID-19—Additional Documentation

(Date of Notice)

Tenant(s)/Mobilehome Space Renter(s) Name: (Tenant(s)/Space Renter Name Here)

I have included the following documents as verification of my inability to pay rent due to a COVID-19 related financial hardship. I understand I may not be required to provide documentation, but have enclosed the following to further support my claim (Check all that apply):

- A doctor's statement verifying a diagnosis of COVID-19
- A letter from my employer stating that I have had a reduction in work hours, experienced a lay-off or termination due to COVID-19
- Paystubs documenting the difference in hours/pay due to COVID-19
- Financial statements from my banking institution demonstrating my financial status before and after the declaration of the COVID-19 pandemic
- Other (specify):(Enter document description and how it demonstrates a financial loss due to COVID-19)

Please note that these documents are to be kept confidential and only used to verify my financial hardship due to COVID-19.