

# TENANT NOTICE OF INABILITY TO PAY RENT FORM (COVID-19)

The City of Santa Clara has enacted an eviction moratorium that took effect March 24, 2020. The moratorium prohibits residential evictions for nonpayment of rent when a tenant's income has been substantially impacted by COVID-19. The moratorium will be in effect until August 5, 2020, and the City may extend it beyond that date.

If a landlord initiates an eviction for nonpayment of rent during the moratorium, the tenant should notify the landlord of her/his intention to stop the eviction. The City recommends tenants notify their landlords immediately upon receiving a landlord's Notice of Termination. The City also recommends notifications be made by email or in writing, and tenants keep copies of the notifications.

## Tenant Should Keep a Copy of This Form

If your landlord attempts to evict you, please fill out this form completely and send to landlord - be sure to keep a copy.

### LANDLORD INFORMATION:

Name:

Address:

Phone:

### Tenant INFORMATION:

Tenant Name:

Tenant Address:

Phone:

Current Rent Due:

**COVID-19 IMPACT** – I certify my income has been substantially impacted by COVID-19 due to the following (select one):

- Job loss
- Reduction of hours
- Missing work to care for a child due to school closure
- State or local emergency action that prevents me from working
- Other \_\_\_\_\_

**DOCUMENTATION** – I certify I will provide the following documentation to verify loss of income (select all that apply):

- Letter from employer citing COVID-19 as a reason for reduced work hours or termination
- Paycheck stubs from before and after the COVID-19 outbreak
- Bank statements showing financial situation before and after the outbreak
- Other proof of substantial loss of income: \_\_\_\_\_

**Documentation for reasons selected above is attached:**  Yes  No

(It is not necessary to send copies of documentation to the Landlord, as long as you keep them and make them available when needed.)

Tenant Signature: \_\_\_\_\_

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

