

**Letter [must be sent within 7 days of rent due date] - send in April, and May. For June rent, there will need to be a new executive order.**

**I suggest you advise residents separately on the valid reasons in the Executive Order and the documentation they need to keep. See the Executive Order for the valid reasons and the suggested documentation.**

Dear \_\_\_\_\_ [Landlord]:

I hope you and your family and loved ones are well during this difficult time.

In accordance with [Executive Order N-37-20 of Governor Gavin Newsom on March 27, 2020](#), I am giving you notice that I need to delay \_\_\_\_\_ [all or some] payment of my rent because of an inability to pay the full amount due to reasons related to COVID-19. If requested, I will provide to you when I pay the back rent the reasons for my inability to pay the back due rent. Prior to March 27, 2020, I paid my rent timely and was current. In accordance with the Executive Order, I am keeping verifiable documentation of the reason for my inability to pay, which, if requested, I will provide to you no later than the time upon which I pay the back-due rent.

Under the Executive Order, you cannot institute eviction proceedings against me before May 31, 2020, and the authorities may not enforce any eviction writ since I have now complied with the requirement to give you notice. I recognize that I remain responsible for full payment of any unpaid rent. I understand that this may create hardship for you but I appreciate your patience and compliance with the Executive Order.

Sincerely,

\_\_\_\_\_  
[Tenant]

Executive Order: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.27.20-EO-N-37-20.pdf>  
Resources

\*\*\* The best way to protect yourself is to pay your rent on time if you are able to do so. \*\*\*

1. If you cannot pay your rent due to COVID-19, notify your landlord in writing **before rent is due, if not notify your landlord within 7 days.** Keep copies of what you send and any responses from your landlord. (Attach Link to template letters for landlords)
2. Organize, keep and take pictures of **all documentation related to COVID-19 loss of income.** This can include pay stubs, notes from your employer, bank statements, notice of school closures if you need to stay home and medical documents of COVID-19 impact to yourself or someone in your care.
3. **Even if you notify your landlord** that you cannot pay and provide adequate documentation, you may still receive an eviction notice. If you receive an eviction notice from the court, you should **seek legal support** as soon as possible.  
\*\*\* Find Legal Support Here: <https://lawhelpca.org/>
4. Find out if your city or County has special rules or resources to help you stay in your home.  
\*\*\* Find Out: <https://antievictionmappingproject.github.io/covid-19-map/>
5. You **may be eligible for a 120-Day moratorium** on Non-Payment Evictions for Federally Subsidized housing.  
\*\*\* Find you if you are protected: <https://www.nhlp.org/wp-content/uploads/2020.03.27-NHLP-CARES-Act-Eviction-Moratorium-Summary.pdf>