

**NOTICE TO LANDLORD:
TENANT INABILITY TO PAY RENT DUE TO COVID-19**

Landlord Name, Address, and E-mail Address:

Sent via: U.S. Mail | E-mail | Text (*circle all that apply*)

To Landlord or Landlord Representative:

I am writing regarding my tenancy at:

(Tenant Address)

Pursuant to Berkeley Municipal Code section 13.110.020 and 13.110.030, I hereby provide notice that I am unable to make a rent payment in the amount of _____ that was due on or around _____ because of a Covered Reason for Delayed Payment related to COVID-19.

Please find attached with this notice my documentation of my Covered Reason(s) for Delayed Payment related to COVID-19.

Sincerely,

Tenant Name (Print)

Date

Tenant Signature

DOCUMENTATION OF COVERED REASON FOR DELAYED PAYMENT DUE TO COVID-19

Landlord Name, Address, and E-mail Address:

Sent via: U.S. Mail | E-mail | Text (*circle all that apply*)

To Landlord or Landlord Representative:

I am writing regarding my tenancy at:

(Tenant Address)

Pursuant to Berkeley Municipal Code Sections 13.110.020 and 13.110.030, I am including the following to show that I am unable to pay all or part of my rent because of a Covered Reason for Delayed Payment due to the financial impacts of COVID-19.

I am unable to pay rent due to the following Covered Reason for Delayed Payment (*check all that apply*):

Material Decrease in Household or Business Income caused by the impacts of COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.

Material Out-of-Pocket Medical Expenses caused by the impacts of COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.

An explanation of how COVID-19 reduced my income or increased my medical expenses:

Supporting documents (e.g. letter from employer; medical bills) are attached, if available during this public health crisis.

Sincerely,

Tenant Name (Print)

Date

Tenant Signature