

# 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)