

# Notification of Eviction Protection Due to COVID-19 Checklist & Sample Letter

The City of Whittier enacted an eviction moratorium ordinance that took effect March 24, 2020. The moratorium prevents residential and commercial eviction proceedings for nonpayment or partial payment of rent when a tenant's income or expenses have been substantially impacted by COVID-19.

If a tenant is unable to fully or partially pay rent, the tenant must notify the landlord on or before the day the rent is due. To comply with the requirements of the moratorium ordinance, a tenant is to provide written documentation to the landlord within 30 days of the day the rent is due citing and supporting the COVID-19 related reason the tenant is unable to pay all or a portion of the rent. To assist tenants, the City is providing this checklist and sample letter.

To properly notify your landlord of eviction protection, ensure that you provide the following:

**On or before the day your rent is due**, notify your landlord of the need of rent payment delay due to COVID-19 impacts.

This may include any of the following reasons:

- Job loss.
- Reduction of hours.
- Missing work to care for a child due to school closure.
- Missing work due to recommendation to rest at home, self-quarantine, hospitalization or similar measures.
- Other reason(s) as explained.

**As soon as is possible, but no later than 30 days after the day the rent is due**, provide your landlord with written documentation that is proof of substantial reduction in income or substantial out-of-pocket medical expenses due to COVID-19.

This may include any of the following:

- Letter from employer citing COVID-19 as a reason for reduced work hours or termination.
- Letters from clients or customers citing COVID-19 as a reason for reducing or cancelling purchase orders, requests for services-for-hire, or other profit generating contract.
- Letter from a school or other government issued documentation declaring a school closure related to COVID-19.
- Letter from a medical doctor recommending rest at home, self-quarantine, hospitalization, or similar measures for the affected tenant or a family member.
- Bank statements showing financial situation before and after outbreak.
- Paycheck stubs from before and after the COVID-19 outbreak.
- Other proof of substantial loss of income or substantial out-of-pocket medical expenses.

The information needs to be given to the landlord as soon as possible after the rent was due and which you are paying partial or no rent, but in no circumstances more than 30 days after the rent was due.

Make a copy of all of the documents you provide to the landlord for your records and what date you provided the information to your landlord.

If possible, make an attempt to pay part of your rent. This is a good faith effort on your behalf.

**You will still be responsible for paying your rent after this public health crisis.**

The moratorium ordinance is not a program to pay your rent on your behalf. Neither the City, State nor the U.S. government has a program to pay your rent. Paying as much as you can now reduces the amount you will have to pay back later and may be evidence that a court will consider as to whether an eviction is warranted.

Date: (must be on or before the date rent/ utility/ fee is **due** to landlord)  
Your name and address:

Dear (landlord's name or company name):

Please accept this notification to let you know that I have experienced a substantial loss of income or incurred substantial out-of-pocket medical expenses resulting from the COVID-19 pandemic. I am unable to pay my full rent or all of my rent for this month as a result.

My monthly rent is: \$ \_\_\_\_\_. I am paying \$\_\_\_\_\_.

The reason for my loss of income is [Check all that apply]:

- Laid off from work at (name of employer) because of COVID-19.
- Terminated from work at (name of employer) because of COVID-19.
- Loss of appointments, contracts, or other sources of income.
- Unable to go to work because of children school closures.
- Unable to go to work because of daycare closures.
- Unable to go to work because of my illness or symptoms related to COVID-19.
- Unable to go to work because of a family member's illness or symptoms related to COVID-19.
- Unable to go to work because I am required to self-isolate or quarantine due to exposure to COVID-19.
- Unable to go to work because my health conditions make it too dangerous for me to be exposed to COVID-19.
- Unable to go to work because of transportation issues related to COVID-19.
- Loss of other income relating to COVID-19.
- Substantial out-of-pocket medical expenses relating to COVID-19.

I have included documentation relating to my loss of income and/or medical expenses with this letter **OR** I will provide documentation relating to my loss of income and/or medical expenses within 30 days of the due date of my rent.

City of Whittier Ordinance No. 3115 says that you cannot charge me penalties or terminate my tenancy because I cannot pay all of my rent because of income loss related to COVID19.

By signing, I understand that I will have to pay back any money that is due for rent within 120 days of the end of the current public health crisis. Thank you.

Sincerely,  
(print your name)  
(sign your name)

*(Include all of your documentation and any payment for rent with the notification or provide the documentation as soon as possible, but not later than 30 days from the date the rent was due. Keep a copy for your records)*