



Guide For Writing To Your Landlord (Employees)

This guide is to help Employees who have been laid-off as a result of the ongoing COVID-19 crisis contact their residential property managers to request rent payment leniency.

**This template suggests formatting and verbiage (this is NOT legal advice) please seek formal legal counsel if you are looking to construct this letter as a legal document that will hold up in the court of law.*

We suggest the following:

- State you were laid-off from your position due to implications of COVID-19
- Confirm date of laid-off status
- Include projected return-to-work date (if applicable)
- State the terms by which you are unable and able to pay rent
- Ask landlord to confirm if they a) are able accommodate your terms, or b) propose alternative accommodations
- If possible include a letter/email from your employer. There are instructions for employers on the next page.
- otherwise include contact info to your employer for follow-up

Sample:

To Whom It May Concern,

I am writing to request rent leniency. I was laid-off from my position due to implications of COVID-19, effective on [xx/xx/xxxx]. I am unable to pay my rent in full on April 1st, 2020. I am able to pay 50% by April 1st, and the remainder when I resume work again, projected date [xx/xx/xxxx].

Please advise on whether you are able to accomodate, and if I will be subject to penalties, including but not limited to flat rate late fees, accrual of per-day late fees, etc.

Thank you.



Laid-off Status Verification (Owners/Employers)

This guide is to help Owners construct letters to support Employees' requests for rent payment leniency from their residential property managers and verify Laid-off Status.

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We suggest you include the following:

- Formal letterhead, representing your entity
- Confirm name of Employee
- Confirm that Employee was laid-off from their position due to implications of COVID-19
- Date of laid-off status
- Contact info for follow-up

Sample:

To Whom It May Concern,

We are writing to substantiate that [Employee Name] was laid-off on [xx/xx/xxxx] due to implications of COVID-19. Please contact me if you have any questions.

Thank you.

[Name]

[(xxx)xxx-xxxx]

[xxxxx@xxxx.com]