

**NOTICE OF REQUEST FOR DOCUMENTATION
IN SUPPORT OF YOUR NOTICE OF INABILITY
TO MEET YOUR RENTAL OBLIGATIONS
THIS INFORMATION WILL BE USED TO
PROCESS YOUR REQUEST FOR A REPAYMENT PLAN**

DATE: _____
FROM: _____ (Landlord)
TO: _____ (Tenant)
Address: _____

We are writing to you requesting that we engage in a dialogue regarding the outstanding amount of rent owed. We are reaching out based upon your claim in the CDC Declaration that you have been impacted by Covid-19 in hopes of better understanding of the financial impact on your household. As your landlord, it is our desire to work together to avoid eviction proceedings and the impact to not only your household but also your rental and credit history. Therefore, we are requesting that you, and all adult occupants in the unit, complete the attached worksheet and return it to our office. Once completed, we will review your information and someone from the rental office will contact you to discuss possible payment plans. Additionally, if you have not yet applied for rental assistance, we are providing contact information for some of those agencies.

CONTACT INFORMATION FOR AGENCIES THAT MIGHT BE ABLE TO HELP YOU:

1) For Maricopa County: <https://www.maricopa.gov/5526/Rental-Eviction-Prevention-Assistance> 2) AZ Department of Housing: <https://housing.az.gov/general-public/eviction-prevention-assistance> 3) For properties in the City of Phoenix: wildfireaz.org/phxcare/ 4) For properties in Mesa: <http://www.turnanewleaf.org/services/financial-empowerment/mesacan.html>

We remain committed to working with all Residents that have suffered financial hardships and qualify for protection under any state or federal order. However, in order for that to happen, you must stay in contact with us, provide the necessary information, and enter into an acceptable written repayment plan. If you successfully complete a payment plan with us, we will agree to not report your financial difficulties during this time to any credit agency or future landlord. By working together, we can ensure that you are able to maintain your tenancy, avoid the disruption of your living situation and alleviate any impact to your rental and credit histories.

Delivered by _____ (Landlord or agent for Landlord)

Date: _____

Delivery Method:

___ Hand-delivered this date to _____ (person who received this Notice)

___ Emailed this date to _____ (email address for Resident) AND

___ Certified mail this date: _____ (certified receipt number)

PAYMENT PLAN WORKSHEET AND INFORMATION REQUEST

(TO BE FILLED OUT AND SIGNED SEPARATELY BY EACH ADULT IN THE RESIDENCE)

Name of Tenant: _____

Residential Address: _____

Name of Every Adult Residing on the Premises: _____

1. I applied for housing assistance on _____ (insert date) to _____ (insert agency). My file number is: _____. I have completed the entire application and the current status is: _____
(proof of the application and status are attached to this Verification)

2. Current Employer: I began working for _____ on _____.
Previous Employer: I began working for _____ on _____ but my employment was terminated on _____.

I currently receive unemployment in the amount of \$ ____ per week. My unemployment income began on _____ (include date).

I do not currently receive unemployment payments but previously received unemployment from _____ to _____. (include dates)

Other sources of Income (including social security, retirement pay, disability pay, spousal or child support, trust income, money from a lawsuit/settlement of a claim, etc.): _____

(Proof of income from all adults in the household is attached. Proof may include copy of most current paystub, copy of final paystub from previous employer, benefits statement from Social Security office or other company that provides disability or retirement payments, two recent bank statements showing deposits of income)

3. I have experienced a substantial loss of income due to: _____
(a copy of my previous income vs the amount I am earning now is attached)
4. I have had a loss of hours, wages or was laid off due to: _____
(proof of my reduced hours/wages/layoff is verified via a letter or other proof from my employer)
5. I am currently paying a portion of the outstanding rent under a written payment plan with my landlord signed on _____ (date).
6. I hereby offer to enter into a written payment plan with my landlord as follows:
- A) I can pay \$ _____ by _____ (date)
 - B) I can pay \$ _____ every week on the _____ day of the week
 - C) I can pay \$ _____ every other week on the _____ day of the month

7. These payments are reasonable because my current monthly nondiscretionary expenses are as follows:

Car Payment: _____ Total Utilities: _____ Health/Life/Car Insurance: _____
Cell Phone: _____ Food: _____ Rx: _____
Court Ordered Payments: _____ Childcare: _____ Education: _____
Other: _____

I understand that I must still pay rent or make a housing payment as close to the full amount owed subject to my ability to pay rent, and comply with other obligations that I may have under my tenancy, lease agreement, or similar contract. I further understand that fees, penalties, or interest for not paying rent or making a housing payment on time as required by my tenancy, lease agreement, or similar contract may still be charged or collected.

I further understand that any temporary halt on evictions may end on December 31, 2020, and my housing provider may require payment in full for all payments not made prior to and during the temporary halt and failure to pay may make me subject to eviction pursuant to State and local laws.

I agree that the foregoing, along with any documentation that is included with the worksheet, are true and correct. I also agree to fully cooperate with my landlord, and any agency providing rental assistance, so that we can reach a reasonable repayment plan to maintain my housing.

Signature of Resident

Date

I delivered this to my Landlord via the following method:

- a) In hand-delivery to _____ (who is an agent for my landlord) on _____ (date)
- b) Emailed from _____ (my email address) to _____ (email address where delivered to landlord) on _____ (date)
- c) Certified Mail: _____ (date) _____ (certified mail receipt number)