

\_\_\_\_\_  
Date

Dear \_\_\_\_\_,  
Landlord

**On March 17, 2020, the Berkeley City Council adopted an ordinance imposing a moratorium on evictions for failure to pay rent due to financial impacts related to COVID-19, and amended the ordinance on May 26, 2020.**

I am writing to provide notice that I am unable to pay full rent beginning the month of \_\_\_\_\_ as a result of documented financial impacts caused by COVID-19 or any local, state, or federal government response to COVID-19.

I am able to pay \$\_\_\_\_\_ of my total rent each month for the duration of the local state of emergency and will inform you if there is a change in my circumstances that prevents me from paying this amount in the future.

\_\_\_\_\_  
The financial impacts are documented, caused by COVID-19 or any local, state, or federal government response to COVID-19, and include:

- Decrease in household income due to layoffs or reduction of hours**
- Material decrease in household income due to caregiving responsibilities, including child care needs arising from school closures**
- Substantial material out-of-pocket medical expenses**
- Reduction of the number of tenants in a group living arrangement which reduces the ability of the remaining tenants to pay rent**
- Other:**

\_\_\_\_\_  
 **I am not including documentation to support my claim at this time, but I understand that I should gather and keep such documentation and may be required to provide it at a later date.**

**I am including documentation to support my claim, which consists of:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand my obligation to repay the full rent amount due within 12 months after the expiration of the local emergency. Any medical or financial information provided must be held in confidence.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Unit Address