

DATE
NAME OF LANDLORD
ADDRESS OF LANDLORD

Mr./Ms./Mrs. Landlord (name):

We are tenants of your property at [ADDRESS] and are writing to notify you that we have formed the [NAME OF TENANTS UNION/ASSOCIATION] in order to support each other during the coronavirus public health crisis

As you know, Governor _____ has issued a general “shelter in place” order which has forced many businesses across the state to cease operations. This has resulted in thousands of people suddenly finding themselves without income due to no fault of their own. Many of us are struggling with layoffs and lack of income, making us uncertain how we will be able to pay our rent for [MONTH, YEAR].

In response, Congress passed and the President signed the CARES Act, which provides protection for both landlords and tenants. Section 4024 of the Act grants most of America’s tenants a 120 day emergency “eviction moratorium” for late rent and other payments, and elsewhere the law grants a mortgage payment freeze to landlords with Federally funded mortgages (which has been almost universally mirrored by other lenders). I hope this measure is also helping you at this difficult time.

As such, we are requesting that you grant all tenants at [ADDRESS] a rent suspension/delay [CHOOSE ONE DEPENDING ON WHAT YOUR GROUP DECIDES - IF YOU CHOOSE DELAY, SPECIFY THE LENGTH OF TIME] for the month of [MONTH]. We hope you will understand that our inability to afford rent is due to a public health crisis outside of anyone’s control, and that for the good public safety we must be able to shelter in our homes without fear of being able to afford rent.

We hope you will grant this request, and look forward to having an amicable and productive discussion with you about it. Because of our lost income, we cannot afford our full rent, and also cannot move.

We understand that the Governor may issue new, longer moratoriums on Court Proceedings, but even if he does not, we understand that a Sheriff must serve us Court Summons in person to receive a court date, we have the rights to Continuances, Discovery, and Jury Trial, and only a Sheriff can execute an eviction. The eviction court process can take anywhere between 3-8 months, and you cannot accept rent during that time without starting the process from scratch.

That is why we hope to discuss this with you out of court. Please confirm in writing by responding to [PROVIDE EMAIL ADDRESS OR MAILING ADDRESS FOR WRITTEN CONFIRMATION - ALWAYS GET WRITTEN CONFIRMATION!!] by [SET DEADLINE AT THE DAY BEFORE RENT IS DUE OR EARLIER].

Sincerely,

LIST FULL NAMES AND ADDRESS/UNIT # OF EACH TENANT HERE