

Form #1 - You can use this form to propose a payment plan:

Dear _____:

My name is _____. I am your tenant, living at:

_____ [address].

Like so many people right now, I have lost income due to the coronavirus. I am doing everything I can to find financial assistance. I have done all of the following *[include what you have done: applied for unemployment, looking for other work, applied for other government benefits, and so on]*:

But I am still struggling right now. I may not be able to pay my rent in full or on time in the coming months.

I hope you will work with me to come up with a reasonable payment plan so you will get rent payments and I will keep my housing. I would be happy to meet (by phone or video call, or through email) to discuss the options for payment. You can reach me at this phone number or email address: _____.

I understand more assistance may become available to landlords and tenants. I will apply for any programs that are available to me. I hope you are willing to do the same.

I really hope we can work together on this. I look forward to hearing back from you.
Sincerely,

Tenant Signature

Date signed

Form #2 - You can use this form to make your repayment plan

Rent Repayment Plan

Tenant: _____

Landlord/Agent for landlord: _____

Rental unit address: _____

Total rent due: \$ _____

2020	Amount Due		Amount Due
March	\$	August	\$
April	\$	September	\$
May	\$	October	\$
June	\$	November	\$
July	\$	December	\$
2021	Amount Due		Amount Due
January	\$	July	\$
February	\$	August	\$
March	\$	September	\$
April	\$	October	\$
May	\$	November	\$
June	\$	December	\$

Payment of total by date: _____.

Payment #	Amount	Date Due	Payment #	Amount	Date Due
1	\$		7	\$	
2	\$		8	\$	
3	\$		9	\$	
4	\$		10	\$	
5	\$		11	\$	
6	\$		12	\$	

Additional payments:

Landlord agrees that payment will be accepted from any source, including but not limited to charities, non-profit organizations, government entities, and churches.

Landlord agrees to accept payment in cash, check, certified check, or money order.

Tenant Signature

Landlord Signature

Date

Date