

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

You can use this form to make your repayment plan

Rent Repayment Plan

This payment plan is entered into under Governor Inslee's Proclamation 20-19.3.

Tenant: _____

Landlord/Agent for landlord: _____

Rental unit address: _____

Total rent due: _____

March _____

April _____

May _____

June _____

Payment of total by date: _____.

First payment of _____ due _____.

2nd payment of _____ due _____.

3rd payment of _____ due _____.

4th payment of _____ due _____.

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, money order, or pledge.

Tenant

Landlord

Date

Date