

You can use this form to propose a change in the due date of your rent:

Dear _____:

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

I am writing to request a change in the due date of my rent. I receive government assistance in the form of _____ [list governmental assistance, for example, SSI, TANF, and so on]. I do not receive this assistance until the _____ day of each month.

My rent is currently due on the _____ day of the month. I am requesting the new due date for when my rent to be the _____ day of each month [no more than 5 days after the current due date].

I 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 a reasonable accommodation request

Dear _____:

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

I am writing to request a reasonable accommodation pursuant to the Fair Housing Amendments Act (FHAA) and the Washington Law Against Discrimination (WLAD) to allow me to change the date of when my rent is due. The FHAA and the WLAD require housing providers “to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling.”

My primary source of income is Social Security benefits. I do not receive these payments until the _____ day of each month. Due to my disability, I survive on a fixed income. I am unable to be gainfully employed in order to earn additional income. Because of the timing of my Social Security payments, I cannot pay rent before it is due, and I have to pay a late fee every month.

I am requesting a change in the date my rent is due based on the timing of my monthly payment, so I can pay rent without having to pay a late fee. Without this change, I will not have an equal opportunity to use and enjoy the property.

I am requesting the new due date for rent to be the _____ day of each month. If this date does not work for you, please contact me so we can discuss the situation. I really hope we can work together on this. I look forward to hearing back from you.

Sincerely,

Tenant Signature Date signed