

Date \_\_\_\_\_

Dear \_\_\_\_\_,  
*Landlord Name*

On March 17, 2020, the City of Alameda declared a local emergency due to the COVID-19 pandemic and on March 17 and on April 7 the City Council adopted urgency ordinances concerning evictions for failure to pay rent due to financial impacts related to the COVID-19 pandemic.

I am writing to provide notice that due to financial impacts related to COVID-19 I am unable to pay the full rent for the month(s) of \_\_\_\_\_.  
*Month(s)*

I am able to pay a portion of my rent: \$\_\_\_\_\_ each month.  
*Dollar amount*

The financial impacts include (*Check all boxes that apply*):

- Caring for myself or a household member who is or was ill with COVID-19
- Lay-off, loss of paid hours, or other income reduction resulting from business closure or other economic or employer impacts related to COVID-19
- Compliance with a governmental directive to stay home, self-quarantine, or avoid congregating with others during the state of emergency
- Extraordinary out-of-pocket medical expenses
- Extraordinary child care needs
- Other \_\_\_\_\_

I understand I am obligated to repay the full rent amount within 210 days months after the rescission of the local emergency. Any medical or financial information provided to support my inability to pay must be held in confidence.

Sincerely,

\_\_\_\_\_  
*Tenant Name(s)*

\_\_\_\_\_  
*Rental Unit Address*

*Tenants should keep a copy of this letter for their records.*

## COVID-19 Urgency Eviction Ordinance Factsheet

*On March 17, 2020 the City of Alameda declared a local emergency due to the COVID-19 pandemic. On March 17, and April 7, 2020 the Council also adopted ordinances imposing a moratorium on evictions for failure to pay rent due to financial impacts related to COVID-19 for the period of the local emergency.*

### **How long is the urgency eviction ordinance in place?**

This is a temporary urgency moratorium on eviction ordinance. The urgency ordinances adopted on March 17 and April 7, 2020 are for notices to pay or quit served on March 1, 2020 or later. The current ordinance is effective until thirty days after the City Council rescinds its Declaration of Local Emergency.

### **What should affect tenants do?**

- 1) Notify the landlord, in writing, of the inability to pay rent due to financial impact from the COVID-19 pandemic.
- 2) State in the notice to the landlord the ways in which the tenant has been financially impacted; this may include:
  - The tenant or the tenant's household has suffered a Substantial Loss of Income, such as a reduction of 20% or more of monthly gross pay, extraordinary out-of-pocket medical expenses or extraordinary child care needs.
  - The tenant is or was ill with COVID-19 or is or was caring for a household or family member who is or was ill with COVID-19.

On the back of this sheet is a template letter tenants may use to notify their landlords of inability to pay rent due to financial impacts caused by COVID19.

### **What is the rent repayment obligation?**

The ordinance does not relieve the tenant from the obligation to pay the full rent. The full amount of rent is due within 180 days following 30 days after the City Council's rescission of the Declaration of Local Emergency.

### **Questions?**

Contact the Alameda Rent Program:

510-747-4346 | [rentprogram@alamedahsg.org](mailto:rentprogram@alamedahsg.org) | [www.alamedarentprogram.org](http://www.alamedarentprogram.org)