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UNPAID RENT – ASKING YOUR LANDLORD FOR A PAYMENT PLAN DUE TO YOUR FINANCIAL IMPACT AS A RESULT OF COVID-19

Dear Renter,

Florida's Governor placed a temporary hold on evictions that is set to expire on September 1st. It is important to know that the order does not eliminate the rent you owe. Tenants must pay back rent owed to stay in their homes.

A good first step is to review your lease to see if there is a grace period for rent or a clause involving extenuating circumstances. To avoid eviction talk with your landlord now to understand each other's situation. It is quite possible that your landlord has also been impacted by COVID.

Ask your landlord if they will enter a payment plan that allows you to pay your past due rent in smaller, partial payment once you have steady income again. I recommend you get this agreement in writing and keep a copy of all communications.

When negotiating a payment plan, you will want to include the following information:

- An itemized list of all amounts currently owed;
- The date(s) and amount(s) of all payments;
- What will happen if you miss a payment;
- Whether rent coming due during the repayment will be handled separately; and
- A commitment from your landlord that by agreeing to this plan, they will not take legal action against you as long as you adhere to the agreement.

To help get you started, you can use the attached sample letter by either filling out the form fields and printing the letter or using it as a guide to create your own letter.

Wishing you and yours financial health,

~Attorney Nancy E. Roden

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Your Name:

Your Address:

City, State Zip Code:

Date:

Landlord's Name:

Landlord's Address:

City, State Zip Code:

Dear _____ :

I am a tenant of yours and I live at the address listed above. As you know, the circumstances of the COVID-19 (coronavirus) pandemic has impacted everyone and created a financial crisis for many. I am writing to let you know my income has been impacted and the effect my loss of income has had on my ability to make timely rent payments.

My source of income is or was _____ . Unfortunately, my hours and income have been reduced by \$ _____ .

These unfortunate circumstances are not reflective of me as a tenant. Throughout my tenancy here, I strived to make all payments on time and have kept the home orderly and clean. I would like to preserve a good relationship and continue to be a tenant here after the COVID-19 emergency is over.

In the meantime, I would like to discuss finding a solution for this unforeseen situation. I would like to request that you temporarily lower my rent to \$ _____ and not charge me any late fees. I would also like to discuss a payment plan with you. This will allow me to catch up on my rent as soon as I am able. I would appreciate speaking with you at your earliest convenience, I can be reached by phone at _____ , or by email at _____ .

Thank you for your consideration during this difficult time.

Sincerely,

Printed Name

**EMPLOYER LETTER CONFIRMING EMPLOYEE'S
EMPLOYMENT IMPACT DUE TO COVID-19**

Date:

Manager/Supervisor Name:

Business Name:

Business Address:

Subject: **Employment Impact of Employee:**

To Whom it May Concern:

The employee listed above has worked for me for the past months years. We have had to reduce working hours from per week to per week because of the impacts of the COVID-19 virus. This has substantially reduced the amount of income.

Sincerely,

Printed Name