



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

1861 BAY ROAD, EAST PALO ALTO, CA 94303
Phone: (650) 326-6440 | Fax: (866) 688-5204 | www.clsepa.org

NOTIFICATION TO LANDLORD OF EVICTION PROTECTION DUE TO COVID-19

San Mateo County has an emergency eviction moratorium that protects tenants from eviction for nonpayment of rent when the tenant has lost income due to COVID-19 or any governmental response to Coronavirus. Before taking any action to evict tenants for nonpayment of rent, landlords must first provide tenants with written notice of the protections under the moratorium. The rent still must be paid, but tenants have 90 to 180 days to make a “delayed payment.”

In order to be protected from eviction, tenants must notify their landlord in writing that they are unable to pay rent because they lost income related to COVID-19 and provide supporting documentation as soon as possible, but no later than **within fourteen (14) days of receiving written notice from the landlord about the protections under the moratorium**. Tenants can notify their landlords by submitting this form, or by sending the following language in a text message or email to the landlord or the landlord’s representative:

“My name is _____. I live at _____. I cannot afford to pay my rent this month because I have lost income due to COVID-19 (the Coronavirus). I need the protections of the moratorium.”

TENANT MUST NOTIFY THEIR LANDLORD AND PROVIDE SUPPORTING DOCUMENTATION WITHIN FOURTEEN (14) DAYS OF RECEIVING WRITTEN NOTICE FROM THE LANDLORD

Tenant Information.

First Name	Last Name	
Street Address, Unit #	City	ZIP Code

COVID-19 Impact. I have lost income because of COVID-19 due to the following:

- Job loss, layoff, loss of hours, loss of business, fewer customers
- Missing work due to being sick with COVID-19 or caring for a family member sick with COVID-19
- Missing work to care for a child due to school/pre-school/daycare closure
- Governmental action that prevents me from working
- Other: _____

Documentation. I am providing the following documentation of my substantial loss of income:

- Letter/note/email/text message from my employer citing COVID-19 as a reason for reduced hours, layoff, termination, or asking me not to come to work for a reason related to COVID-19
- Letter/email/text message from my child’s school, pre-school, or daycare regarding closures
- Photo showing my place of employment is closed due to COVID-19
- Screenshots from app-based platform (i.e., Uber, Lyft, Instacart, DoorDash) showing reduced income
- Paystubs or paychecks from the last few months showing that my income has been reduced
- Medical documentation or receipts for medical costs related to COVID-19
- Signed declaration under penalty of perjury certifying the reason I have experienced a reduced income or difficulty paying the rent is a result of COVID-19 or the governmental response to COVID-19
- Other: _____

Documentation for item(s) selected above is attached: Yes No

Tenant Signature: _____ **Date:** _____