

Template Letter for Delaying Rent Payments Due to COVID-19

** WHEN USING THIS TEMPLATE

- Look over your lease to see if there's a grace period for rent or clause involving extenuating circumstances, etc
- Research tenancy laws in your county
 - National: https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftenantslegalcenter.com%2Fhtml%2Fnational_and_global.html&data=02%7C01%7Cstaff1%40msudenver.edu%7C784eeb362ff04b77cdc108d7cb5d4064%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637201473678774040&sdata=ufwWs4qopIUpaR86a0ChsZhfJL1%2FulKwLrNdkPm%2B7zo%3D&reserved=0
 - Colorado: <https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftenantsunion.org%2Fabout%2Fnational-tenant-resources&data=02%7C01%7Cstaff1%40msudenver.edu%7C784eeb362ff04b77cdc108d7cb5d4064%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637201473678784032&sdata=mb1Dmk%2BAIlgYrASh4m%2F%2Bm1gQPyd%2Bj1QO88f5d3HFfQx4%3D&reserved=0>
 - Colorado: <https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Flegalclinicsincolorado.wordpress.com%2Fdenver-clinics%2F&data=02%7C01%7Cstaff1%40msudenver.edu%7C784eeb362ff04b77cdc108d7cb5d4064%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637201473678784032&sdata=gejJuDigO3AERSQop3IiNJM93Ip%2FKgfoYimUwBdpdeI%3D&reserved=0>
- Contact a Housing Advocacy Coalition and/or a legal clinic to discuss your situation and revision of the letter.
 - Colorado: <https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftenantsunion.org%2Fabout%2Fnational-tenant-resources&data=02%7C01%7Cstaff1%40msudenver.edu%7C784eeb362ff04b77cdc108d7cb5d4064%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637201473678784032&sdata=mb1Dmk%2BAIlgYrASh4m%2F%2Bm1gQPyd%2Bj1QO88f5d3HFfQx4%3D&reserved=0>
 - Colorado: <https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Flegalclinicsincolorado.wordpress.com%2Fdenver-clinics%2F&data=02%7C01%7Cstaff1%40msudenver.edu%7C784eeb362ff04b77cdc108d7cb5d4064%7C03309ca417334af9a73cf18cc841325c%7C1%7C0%7C637201473678784032&sdata=gejJuDigO3AERSQop3IiNJM93Ip%2FKgfoYimUwBdpdeI%3D&reserved=0>

** THIS TEMPLATE WAS WRITTEN IN THE CONTEXT OF RESIDENCY IN COLORADO. ADJUST ACCORDING TO THE STATE THAT YOUR LIVE IN

[Name:]

[Address:]

[City, st, zip]

[Date]

[Landlord's name]

[Title]

[Company]

[Landlord's address]

[City, st, zip]

Dear (Landlord's name)

As you may know, the circumstances of the global pandemic has heavily impacted everyone and created a financial crisis for many. The state health department has issued a public health order closing Colorado bars, restaurants, gyms, theaters, and casinos for 30 days, effective March 17th, 2020. Even though this closure has only been specifically applied to certain types of businesses, many other businesses have cut the hours of employees significantly, due to COVID-19 related causes (i.e., social distancing). This has caused many people to lose their jobs or earn a significantly lower income, and as a result, not be able to pay rent. Along with this, Colorado has recently suspended evictions and writs of restitution because of COVID-19¹.

[address your lease, if necessary (i.e., clause involving extenuating circumstances, grace period for rent, etc.)]

[insert your circumstances and provide as much detail as possible. Especially if you are someone who has not been laid off, but given a "zero hour schedule" from your job, leaving you unable to apply for unemployment or to access other benefits] I find that due to impacts of the Coronavirus, I am unable to pay next month's rent by [due date]. These circumstances were unforeseen.

1 City and County of Denver, *Civil Process*, Retrieved from: <https://www.denvergov.org/content/denvergov/en/sheriff/services/civil-process.html> Accessed 18 March 2020

These unfortunate circumstances are not reflective of me as a tenant. Throughout my residency here, I have made all payments on time, have kept the apartment orderly and clean, and have been respectful towards the other residents. **[**do not appeal to emotion. Only provide facts, be clear and concise]**. I would like to be proactive in finding a solution for this unfortunate situation. I would like to request **[an installment plan, rent suspension, lowered rent, etc.]**.

[insert your plan for this situation.]

I appreciate your understanding during this difficult situation. Thank you for your consideration.

Thank you,

[your name]