HOUSING AUTHORITY LETTERHEAD

**YOU ARE NOT BEING EVICTED, AND YOU DO NOT HAVE TO LEAVE YOUR HOME.  THIS IS NOT A NOTICE TO QUIT.**   
**The purpose of this notice is to make sure you understand the amount of rent you owe to [\_\_\_\_\_\_\_\_\_\_ Housing Authority] as your landlord and to make sure you are aware of steps you can take to make sure you can remain a tenant in good standing.**

[Date]

(Tenant Name and Address)

Dear \_\_\_\_\_\_\_\_\_:

We hope that this letter finds you and your loved ones healthy and safe.

The purpose of this letter is to offer you an opportunity to determine if you are eligible for a rent adjustment and to offer to make an agreement with you to pay off your overdue rent balance.

As you are aware, we have an eviction case pending in court against you with regard to your overdue rent balance which is currently $\_\_\_\_\_\_\_\_\_\_\_. With the state eviction moratorium having recently expired, it is important that we speak about this issue now so we can try to come to an agreement for repayment of the rent owed before proceeding with the pending case against you. If we can agree on a repayment plan, I will put the terms of our agreement in writing.

I also want to talk to you about whether your household income has decreased because of the COVID-19 health emergency or for any other reason. If you or a member of your tenant household has been laid off, furloughed or discharged, or if your household income has gone down for any reason, it is really important that you report this to me immediately by contacting me at the number/email below. A decrease in household income may result in a reduced rent and possibly lower your overdue rent balance as well. If you also meet all of the criteria to be protected under the CDC moratorium, you need to provide me with an official declaration. Form attached to this letter as well as at this link <https://www.cdc.gov/coronavirus/2019-ncov/downloads/declaration-form.pdf>

**This letter is not an attempt to terminate your lease or to evict you.** However, by sending you this letter, the Housing Authority does not waive any prior lease termination notices or proceedings you may be subject to; it does not waive the Housing Authority’s right to proceed with a new or pending eviction action against you; and it does not operate to renew or create a new tenancy with you.

I will call you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_.m. to discuss a repayment agreement and possible adjustments to your rent. I look forward to speaking with you at that time. You can also contact me at any time at (\_\_\_) \_\_\_-\_\_\_\_\_\_\_\_ or \_\_\_\_@\_\_\_. Thank you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LHA