[DATE], 2020

|  |  |
| --- | --- |
| [TENANT NAME]  [TENANT ADDRESS] |  |

|  |  |  |
| --- | --- | --- |
|  | Re: | Rent for Unit No.\_\_\_ |

Dear [TENANT NAMES]:

We have reviewed your request for a temporary rent reduction and the information you provided to support your request. It does appear, based on our review, that you may have difficulty meeting your full rent obligations as a result of the current COVID-19 emergency.

We are mindful of the hardships this emergency is placing on all members of our community, and we want to do what we can to make this time easier for everyone. Unfortunately, because your unit is subject to rent control and the rent you pay is already below market, we are not able to agree to reduce the rent. However, in keeping with the emergency orders and declarations of local, state and federal governmental officials, including the emergency order issued by Los Angeles Mayor Eric Garcetti on March 15, 2020, we can agree to defer collection of a portion of the rent due during the current COVID-19 emergency.

The monthly rent due for your unit is currently $\_\_\_ per month [and it is scheduled to increase to $\_\_\_\_\_\_\_\_ effective \_\_\_\_\_\_\_\_\_\_\_\_][IF AN INCREASE IS SCHEDULED BEFORE THE END OF THE YEAR – IF NOT, DELETE THE INCREASE SECTION]. You have indicated that you can pay $\_\_\_\_\_\_\_\_\_ per month as a result of the impact to you from the COVID-19 emergency. In keeping with the emergency orders and declarations of our local, state and federal governmental officials, we are willing to collect that amount now, and defer the balance due $\_\_\_\_ per month, until after the COVID-19 emergency is over. Once the emergency has ended, you will have six months to bring any past-due amounts current.

We hope you and your family stay safe and healthy during this unprecedented time. We appreciate your tenancy and look forward to working with you so that we can all get through this crisis and move forward towards a brighter future.

Sincerely,