

**REQUIRED STATEMENT OF REASON FOR TERMINATION OF COMMERCIAL TENANCY AND NOTICE OF COMMERCIAL TENANTS' RIGHTS**

(Contra Costa County Ordinance No. 2021-11)

The Contra Costa County Board of Supervisors has adopted Ordinance No. 2021-11, which bans evictions of small business and nonprofit organization tenants for nonpayment of rent due to COVID-19 from February 1, 2021, through June 30, 2021. Previous ordinances banned evictions of commercial real property tenants from March 16, 2020, through March 31, 2021. The ordinances ban evictions for non-payment of rent when a tenant has incurred a loss of income and/or out-of-pocket medical expense due to the COVID-19 pandemic.

If you are a landlord, and you initiate an eviction of a small-business or nonprofit organization tenant during the moratorium, you must:

- Provide the tenant with written notice of the reason for the eviction;
- Provide the tenant with a notice of the tenant's rights under the ordinances; and
- Provide the tenant with a [copy of the County-approved form](#) for the tenant to notify the landlord of the tenant's intent to seek the protection of the ordinance.

The above information must be supplied using the below form. [See Section 4(c) of Ordinance Nos. 2021-11.]

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**Reason for Termination of Commercial Tenancy**

Please state the reason(s) for termination of tenancy (to be filled out by Landlord/property owner):

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## **Notice of Small Business and Nonprofit Organization Tenants' Rights**

The County adopted Ordinance No. 2021-11 on March 23, 2021, which continues the ban on evictions of small business and nonprofit organization tenants for nonpayment of rent due to COVID-19. It is effective from March 23, 2021, to June 30, 2021. Previous County ordinances banned evictions of commercial real property tenants in Contra Costa County from March 16, 2020, through March 31, 2021. The ordinances can be found on the County website at: [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

Except as provided below, if you are a small business or nonprofit organization tenant, your landlord cannot evict you if:

1. You are unable to pay rent due to loss of income because of the COVID-19 pandemic; or
2. You are unable to pay rent due to out-of-pocket medical expenses for yourself or an immediate family member because of the COVID-19 pandemic.

Exceptions: the landlord may evict you if the eviction is necessary to protect the owner's or any other tenant's health or safety.

If you are unable to pay the full amount of rent because of the COVID-19 pandemic, you are required to notify your landlord no later than 14 days after rent is due, that you need to delay all or some payment of rent. The County has a form you may use to notify your landlord, which is attached.

If you are served with an eviction notice, you can also use this form to inform the landlord that you are eligible for protection under the ordinances. This form must be provided within 14 days after receiving an eviction notice.

You can show your inability to pay rent by signing this form under penalty of perjury, or through documentation such as letters or emails from your employer citing the COVID-19 pandemic as the reason for your termination or reduced work, paycheck stubs or bank statements.

The ordinances delay when rent is due for tenants who qualify, but the obligation to pay rent continues. If you are a small business or nonprofit organization tenant that qualifies for protection under the ordinances, you will have until August 31, 2021, to pay your past-due rent. A landlord cannot charge a late fee for rent due while the grace period is in effect.

If you are served with a notice of eviction during the moratorium, you have the right to:

1. Receive this notice as well as all other legally required notices; and
2. Receive the reason for the termination of tenancy or eviction in writing.

For more information, please refer to the Frequently Asked Questions on the County website at: <https://www.contracosta.ca.gov/7836/Eviction-and-Rent-Freeze-Ordinance-FAQs>

You should also seek legal help to understand your rights and responsibilities under the ordinance.

See Tenant Notification Form at:

<https://www.contracosta.ca.gov/DocumentCenter/View/68235/>