

COMMERCIAL TENANT NOTICE TO LANDLORD OF EVICTION PROTECTION

(Contra Costa County Ordinance Nos. 2020-14, 2020-16, 2020-20, 2020-26, 2020-29, 2021-04, and 2021-11)

Small business and nonprofit organization tenants: If you are unable to pay some or all of the rent due 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 payment. You are required to provide your landlord with documentation of income loss and/or medical expenses because of COVID-19. You can use the following form for this purpose.

If you are served with an eviction notice, you can also use the form to inform the landlord that you are eligible for protection under this ordinance. This form must be provided to your landlord within 14 days after receiving an eviction notice. [See section 4 of Ordinance No. 2021-11]

You should keep a copy of all notices and any documentation you provide to your landlord.

[Landlord’s Name and Address]

- I am seeking protection against eviction for non-payment of rent related to COVID-19
 - My income has been negatively impacted by COVID-19 due to the following:
 - Job Loss Missing work to care for a child due to school closure
 - Layoffs Business closure Reduction of hours
 - Decrease in business income caused by reduced hours or consumer demand
 - Missing work to care for a family member infected with COVID-19
 - Out-of-pocket medical expense
 - Other (explain): _____
 - I am providing additional documentation of my loss of income or out-of-pocket medical expenses:
 - Bank statements showing financial situation before and during the COVID-19 pandemic
 - Letters from schools regarding school closures that affected my income
 - Other proof(s) of loss of income: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Tenant’s signature

Print tenant’s name

Tenant’s address