

Subject: Unpaid Rent and CA COVID-19 Rent Relief Application

Dear [Landlord],

I am writing to inform you that I have initiated a joint application for the State of California's CA COVID-19 Rent Relief program to help cover unpaid rent accrued after April 1, 2020. You will receive a notification in your email with a link to our application. I would like to encourage you to complete the landlord portion of our joint application so that the State may pay you directly for the unpaid rent on my unit.

I have already met the eligibility requirements and supplied the necessary paperwork to prove eligibility. **Now I am reaching out to you to encourage you to complete the landlord portion of our joint application as well in order to maximize the amount of rent reimbursement that you would receive directly from the State of California.**

If you do not complete the landlord portion of our application, the State will not be able to pay you directly. **Federal Law allows seven (7) days to complete your portion of our application before the State will be instructed to pay funds directly to me.** Payment happens faster if we apply together.

In order to apply, you will need to provide proof of the following:

- Lease or rental agreement reflecting tenant's name, residence address, and monthly rent due
- Rent ledger or rent statement showing the balance of unpaid rent from April 1, 2020.
- W-9 (for tax purposes)

Assistance paid directly to landlords in this program does qualify as income. None of the information you provide will be visible to me or accessed by me in any way.

To learn more and apply, visit HousingIsKey.com or call 833-430-2122. Thank you for your consideration of this opportunity. It is appreciated.

Thank you,
[Tenant]