

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

Dear [Tenant],

**Important Information about Your Unpaid Rent**

I have initiated a joint application for the State of California's **CA COVID-19 Rent Relief program** to help cover unpaid rent for your unit accrued after April 1, 2020. You will receive a notification with a link to complete the tenant portion of our joint application in your email. I encourage you to complete our application as soon as you are notified by the State of California so that they can expedite payment of your unpaid rent. Applications cannot be processed without the participation of us both.

**Program Details/Eligibility**

To be eligible for the CA COVID-19 Rent Relief program, you or a member of your household must have a) been impacted directly or indirectly by COVID-19; b) have past due rent or utilities (you can also apply for assistance with future rent); and c) your household must income qualify (the State will determine this for you when you apply). To check your eligibility and apply, visit [HousingKey.com](https://www.housingkey.com).

Before you apply, it can be helpful to have the following information available:

- Your 2020 Tax Return; OR
- 2020 W2 and 1099G if you were unemployed; OR
- Current pay stubs; OR
- Proof of participation in a state or federal subsidy program (your 2020 or 2021 acceptance or renewal letter is preferred); AND
- Proof of Identification; AND
- Utility invoices or statements for any unpaid utility, water, trash and internet bills after April 1, 2020.

After you submit the tenant portion of our application, program staff may contact you for additional information if necessary. Eligibility for assistance through this program is based on your household information, and the tenant portion of our application must be completed to be considered for assistance.

**Confidentiality and Other State Benefits**

All information you provide during the application process will be kept private and will not be shared with me. Assistance from the CA COVID-19 Rent Relief program does **NOT** count as earned income for you and your household and will **NOT** interfere with eligibility for any other State and Federal benefit assistance programs, such as CalFRESH or CalWorks. Applicants may qualify regardless of immigration status and will **not** be required to show proof of citizenship.

If you need help checking eligibility, filling out an application or in-language assistance, call 833-430-2122 for help

Thank you,  
[Landlord]