TENANT CHECKLIST

Actions a Tenant Must Take Based on Executive Order 2020-49 (Continued Postponement of Eviction Enforcement Actions)

- Gov. Ducey delayed the enforcement of eviction orders for tenants experiencing qualifying medical or financial hardships through August 21, 2020 and financial hardships through October 31, 2020 due to COVID-19.
- To be eligible for a continuing delay in the enforcement of eviction from your residence, **by August 21, 2020**, or if you request a delay after that date, you must:
    1. Renotify or notify your landlord or property owner in writing with supporting documentation of your ongoing financial hardship due to a substantial loss of income resulting from COVID-19 including job loss or lay off, reduction in pay, child care responsibility, or a quarantine order;
    2. Request a payment plan;
    3. Provide your landlord or property owner a copy of a completed pending application for rental assistance through a state, city, county or nonprofit rental assistance program with any available supporting documentation; and
    4. Acknowledge that the contractual terms of the lease remain in effect.

Your landlord or property manager's:

Name: _____

Telephone/text number: _____

Email: _____

STEPS YOU NEED TO TAKE AS SOON AS POSSIBLE:

1. **Apply for a government or nonprofit rental assistance program** and make a copy of the pending application to provide to the landlord or property owner. _____
2. **Gather documentation** that is proof of your substantial loss of income from your pre-pandemic income level. Examples may include: _____
    - A letter of employment separation or lay off.
    - Pay stubs or pay history for January, 2020 to present.
    - Documentation of any unemployment benefits you received.
    - A quarantine order from a doctor or public health authority.
    - A letter to parents regarding K-12 school closure or remote instruction.
    - Any other documents that show financial hardship due to COVID-19.
3. **Notify your landlord** or property owner or that person's representative of your loss of income **and** request a **payment plan**. _____
4. **Provide the documentation** that you gathered to your landlord or property owner when you provide notice and keep copies for your records and to provide, as needed, to a constable or other law enforcement officer and to the court. _____
5. **Keep notes** of conversations with your landlord or property owner about a payment plan and other matters. _____
6. **Be prepared** to explain to the judge why the payment plan you have offered is fair and reasonable considering your COVID-19 and financial circumstances and why it is in the interest of justice for you to stay in your residence. _____