



**NOTICE TO LANDLORD — FINANCIAL IMPACTS OF COVID-19**

**Request for Settlement Conference**

TO: (Landlord) \_\_\_\_\_  
(Address/Email) \_\_\_\_\_  
\_\_\_\_\_

Sent via: U.S. Mail | E-mail (circle all that apply)

I am writing regarding my tenancy at \_\_\_\_\_.

Due to the public health emergency resulting from the COVID-19 pandemic, and the income loss it has caused me and/or my family, I am providing notice that I am unable to make the total rent payments in the amount of \_\_\_\_\_ now due on or around \_\_\_\_\_.

**I respectfully request a settlement conference at this time in lieu of a formal eviction notice, in order to come to some arrangement.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature/Tenant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**ICADV/DV Program Advocate Name (printed)**

\_\_\_\_\_  
**Program Name**

**Supporting Documentation of Financial Impact**

(Check One)

\_\_\_\_\_ Additional documentation (e.g. letter from employer, medical bills, etc.) is attached.

\_\_\_\_\_ Additional documentation will be provided within 7 calendar days.