

This notice is from the participant to Housing Authority/Subsidy Provider pursuant to California Governors Executive Order.

Sent: [Select One] Via Mail Hand Delivery E-mail

Housing Authority County of San Bernardino Housing Authority County of Riverside
715 East Brier Drive 5555 Arlington Ave
San Bernardino, CA 92408-2841 Riverside, CA 92504

PARTICIPANT INFORMATION:

| | | | | |
|----------------|-----------|-------|----------|--------|
| First Name | Last Name | | | |
| Street Address | City | State | Zip Code | Unit # |

Dear Housing Authority/Subsidy Provider:

Because of COVID-19 epidemic and the “shelter-at-home” order, I have lost all or some of my income. I am requesting an interim recertification of my tenant rent. The change in income happened on _____ (Date). Specifically, I am asking you to make the decrease in my tenant rent retroactive to the date of the income loss.

I was prevented from giving you this information earlier because of the following:

- The management office was closed;
- The “shelter-at-home” order prevented me from getting documents from my employer;
- Job loss, lay-off, loss of hours or other income reduction resulting from COVID-19, the state of Emergency, or related government response.
- Missing Work to care for a child due to school closure in response to COVID-19.
- Unable to work because I am sick with a suspected or confirmed case of COVID-19, or I am caring for a household or family member who was sick with a suspected or confirmed case of COVID-19.

DOCUMENTATION: I have verifiable documents that will support my inability to pay rent. I will provide the documentation, no later than the time when the back-due rent is due.

[Select All That Apply]

- Employment Termination Notice
- Letter from employer or supervisor explaining my changed financial circumstances citing COVID-19 as a reason for reduced work hours, reduced pay, lay-off, or termination
- Pay checks or pay stubs from before and after the COVID-19 outbreak
- Bank statements showing financial situation before and after the COVID-19 outbreak
- Other that is related to child care of illness in response to or related to COVID-19

Documentation for items selected above are attached or will be provided.

Participant Signature

Date