*Instrucciones: Llene esta carta y hágala llegar a su propietario, guardando una copia.*

Date [fecha]:\_\_\_\_\_\_\_\_

Landlord address or email address [Dirección o email de su propietario]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: My tenancy at [dirección de inquilino]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Landlord,

Due to the public health emergency caused by COVID-19, I am unable to pay my rent in a timely manner.  On March 24, 2020, Governor Doug Ducey issued Executive Order 2020-14, suspending evictions for 120 days for COVID-19 related reasons.  I am giving you written notice as required by the Executive Order.

I am unable to pay rent because I:

[*indique las razones porque usted no puede pagar la renta*]

[     ] Or someone in my home is required to be quarantined based on diagnosis or symptoms of COVID-19.

[Estoy en cuarentena o alguien en mi familia está en cuarentena por diagnóstico o síntomas de COVID-19]

[     ] Have a health condition that makes me more at risk for COVID-19 than the average person.

[Tengo una condición preexistente que me pone en más riesgo por el COVID-19 que la persona promedio]

[     ] Have suffered a substantial loss of income resulting from COVID-19, specifically:

[He sufrido una pérdida sustancial de ingresos debido al COVID-19, específicamente por]

       \_\_\_\_ Job loss [Pérdida de empleo]

       \_\_\_\_ Reduction in compensation [Rebaja salarial]

       \_\_\_\_ Closure in place of employment [Cierre de mi lugar de trabajo]

       \_\_\_\_ Obligation to be absent from work to care for home-bound school-age child

[*Falta al trabajo por obligación de cuidar a niños de edad escolar en casa*]

       \_\_\_\_ Other [otra razón]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supporting documentation, if available.

[    ] I have attached supporting documentation.  List types of documentation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Estoy adjuntando documentación de apoyo.] [Adjunto estos documentos:]

[   ] I do not have supporting written documentation, however, I can provide more information by:

[No tengo documentación de apoyo, pero puedo proveer más información de la siguiente manera:]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under Governor Ducey’s Executive Order, landlords may not interpret any of the above reasons as violations of the health and safety provisions of a lease, or as other justification to terminate a lease.

I acknowledge that the contractual terms of the lease remain in effect.

Thank you for your understanding during this time of crisis.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Signature] [Firma]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Printed name*] *[Nombre en letra de molde]*