SAMPLE LETTER NOTIFYING LANDLORD THAT TENANT APPLIED TO RENT RELIEF PROGRAM

*\* tenants: save a copy for your records*

*\*\* Find alternative sample letters from the state, translated into many languages, at* [*Resources for Renters/Landlords - Housing Is Key*](https://housing.ca.gov/covid_rr/resources.html#renterslandlords)

Subject: Notification of Submission of CA COVID-19 Rent Relief Application

[DATE]

Dear [Landlord],

I am writing to inform you that I have submitted my portion of the application for the State of California’s CA COVID-19 Rent Relief program to cover any unpaid rent which I might owe. I have already met the eligibility requirements and supplied the necessary paperwork to prove eligibility.

If you have not already submitted your portion, you will receive a notification in your email with a link to our application. To learn more and apply, visit HousingIsKey.com or call 833-430-2122.

Under the COVID-19 Rental Housing Recovery Act, Code of Civil Procedure section 1179.11 (a), a court shall not proceed with an eviction case on this unpaid rent while the rental assistance is processed and issued to you.

Thank you,

[Tenant name]

[Tenant address]