



April 6, 2020

Dear Property Managers and Landlords,

I have received multiple requests for a flyer to provide tenants regarding the current rules and regulations surrounding COVID 19. Please feel free to use the attached flyer for your tenants. If you wish to amend it (specifically to update the information regarding late fees to your policy) please feel free. Please do not remove the as of date. With rules and regulations coming down almost daily, the changes in policy could make the information in the flyer inaccurate. The date protects you. (Of course, if you amend the flyer, I cannot guarantee the information in the flyer is accurate so do so at your own risk.)

With so many rules and regulations in place the attached flyer only covers a few pertinent provisions. It is not intended to be a complete list. My hope is that it covers the most common questions tenants are bringing to you.

As always, we remain available to assist you in any way we can. Please do not hesitate to reach out to us with any questions and/or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Blythe A. Edmondson', is written over the word 'Sincerely,'.

Blythe A. Edmondson

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Dear Tenants,

Due to COVID 19 your landlord in conjunction with the Federal and State Orders has put the following policies in place **as of April 6, 2020**. Please note this information may not be accurate after this date if additional laws or executive orders have been enacted.

1. Your rent remains due. Please contact your property manager or landlord to make payment arrangements if you are unable to pay your rent.
2. If you or a member of your household has been effected by COVID 19, including but not limited to, being diagnosed with COVID 19, being required to self-quarantine because you have been in contact with someone who was diagnosed with COVID 19, or have lost income due to COVID 19 layoffs or reduced work hours, please contact your landlord/manger and **provide proper documentation** evidencing how you were effected by COVID 19 if you are unable to pay your rent.
3. Landlords are not required to waive late fees unless you receive Federal Assistance for your rent through a program such as Section 8. Individual Landlords are choosing to work with tenant's on late fees in various ways. Please contact your property manager/landlord for additional information.
4. There are resources available to help if you cannot pay rent, utilities or afford food. A list of some resources is on the attached flyer.
5. Please pay rent if you are able. There has been some discussion of rent strikes during COVID 19. Without income property owners do not have funds to make repairs on properties and pay their staff. Please remember we are all in this together. We will do our best to work with you and ask that you do your best to work with us.

TENANT RESOURCES



- Eviction Prevention Assistance <https://housing.az.gov> or call Pima County Community Services 520-724-2667
- <https://www.localfirstaz.com/covidresources>
- <https://arizonatogether.org/>
- <https://housing.az.gov/general-public/eviction-prevention-assistance>
- [Website with Links to School Meal Programs](#)
- State of Arizona 24 Hour Senior Help Line 602-264-4357 (can help seniors who cannot go out for groceries).

Due to the outbreak of the 2019 novel coronavirus (COVID-19), on March 24, 2020, Governor, Douglas A. Ducey issued [Executive Order 2020-14](#), which permits tenants to qualify for delay in enforcement of eviction actions in certain circumstances.

TO QUALIFY A TENANT MUST NOTIFY THE LANDLORD OR PROPERTY OWNER OF ANY OF THE CIRCUMSTANCES LISTED BELOW ON PAPER, EMAIL, TEXT, OR THE FORM BELOW. THE TENANT SHOULD KEEP COPIES OF WHAT WAS SENT TO THE LANDLORD TO SHOW TO ANY PEACE OFFICER OR CONSTABLE WHO COMES TO THE RESIDENCE TO EVICT THE TENANT AND TO SHOW THE COURT, IF NEEDED.

**NOTICE TO LANDLORD
POSTPONEMENT OF EVICTION ACTION**

I, _____, am a tenant who qualifies under Arizona Executive Order 2020-14 for delay in or relief from eviction because:
[insert tenant's name]

(Check and provide papers as indicated for all that apply.)

- I have been diagnosed with COVID-19; (Attach medical provider note, if available)
- I have been ordered to self-quarantine by a licensed medical professional; (Attach medical provider or public health official note, if available)
- Someone living in my home was diagnosed with COVID-19; (Attach medical provider note, if available)
- I have a health condition that increases my risk of getting COVID-19 [as defined by the Center for Disease Control](#); (Attach medical provider note, if available)
- I have lost significant income because of COVID-19:
 - I have lost my job (Attach employer notice, if available);
 - My income has been reduced (Attach pay stubs or other records, if available);
 - My employer has closed their business (Attach employer notice, if available);
 - I must care for my school-age child who is home-bound (Attach school notice, if available);
 - Other reason income was lost: _____

I am providing this notice and available papers about each reason checked above to my landlord or property owner today. I agree that all requirements of my lease remain in effect.

Date

Tenant's Signature

Tenant's Address