Economic Development and Housing Department
Main Phone: 916-617-4555

E-Mail: edhousing@cityofwestsacramento.org
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TENANT DELAY OF RENT PAYMENT – COVID-19

This form may be used by a tenant to provide written notification to landlord of loss of income related to COVID-19 in compliance with Ordinance 20-05 of the City of West Sacramento.

THIS NOTIFICATION MUST BE PROVIDED TO THE LANDLORD/PROPERTY MANAGER BEFORE THE DAY RENT IS DUE.

TENANT INFORMATION					
First Name:			Last Name:		
Address:				Zip Code:	
E-Mail Address:			Contact Phone:		
Rent Due Date:		Rent Amount Due:		Rent Amount to be Paid	

LANDLORD/PROPERTY MANAGEMENT INFORMATION					
First Name:			Last Name:		
Company Name:					
Mailing Address:					
City:			State:	Zip Code:	
E-Mail Address:			Contact Phone:		

REASONS FOR LOSS OF INCOME DUE TO COVID-19 (PLEASE CHECK ALL THAT APPLY)			
Supporting documentation verifying loss of wages must be provided to the landlord as soon as possible			
☐ Yes	Residential tenant or commercial business owner was sick with COVID-19	☐ Yes	Residential tenant experienced other substantial income reduction resulting from COVID-19 or the state of emergency: _____
☐ Yes	Residential tenant or commercial business owner was caring for a household/family member who was sick with COVID-19	☐ Yes	Residential tenant had to miss work to care for a home-bound school-aged child
☐ Yes	Residential tenant experienced a lay-off	☐ Yes	Commercial tenant's business was required to close in compliance with a recommendation from a government agency
☐ Yes	Residential tenant complied with a government recommendation to stay at home, self-quarantine, or avoid congregation with others during the state of emergency	☐ Yes	Commercial tenant experienced a substantial loss of business resulting from COVID-19 or the state of emergency
☐ Yes	Residential tenant experienced loss of work hours		

Tenant Name (Printed) _____ Tenant Signature _____ Date _____