



---

## TIPS for TENANTS Executive Order 2020-14 & 2020-49 on EVICTIONS

---

To delay the enforcement of eviction **BEFORE August 22, 2020**, tenants must follow these steps:

- Provide your landlord/property manager written notice if:
  1. You have been diagnosed with COVID-19 and must be quarantined;
  2. You have been ordered to self-quarantine by a medical professional because of your symptoms defined by the Centers for Disease Control;
  3. Someone in your household has been diagnosed with COVID-19, and you must be quarantined;
  4. You have a health condition, as defined by the Centers for Disease Control, that makes you more at risk for COVID-19 than the average person; or
  5. You have suffered a substantial loss of income as a result of COVID-19, such as job loss, reduced pay or compensation, your workplace closed, an obligation to miss work to care for a home-bound school-age child, or other circumstances

**\*AND\***

- Provide your landlord with any available supporting documents for one or more of the above listed conditions.

---

**HOW** do I notify my landlord/property manager?

Provide notice to your landlord/manager of COVID-circumstance related to any item 1-5 above along with available documentation (can be by email or text). Make sure to keep copies.

---

**WHEN** do I notify my landlord/property manager?

Give notice and documentation to your landlord as soon as possible. Communication with your landlord is **IMPORTANT**. You may provide notice to your landlord up until you are locked out by a constable or sheriff.

---

305 S. 2nd Ave., Phoenix, AZ 85003 • Phone 602-258-3434

Advocate. Litigate. Educate

**WHAT** are some examples of documentation?

You only have to provide the landlord/property manager documents that are available to you, but the more documentation the better. Examples might include: a note from your doctor or medical professional about your condition or situation, notices from your employer, notice of school/child care closure, or pay stubs that show a loss of income because of COVID-19.

---

**WHAT** if I cannot get or don't have documentation?

If you cannot get documentation from others, write a detailed statement explaining your COVID-19 circumstance listed above in 1-5. Include your detailed statement with the notice to the landlord.

---

**WHY** am I getting notice of a court hearing?

The landlord can still go to court and get a judgment against you. Providing notice to the landlord/property manager keeps the constable or sheriff from locking you out of the property until August 22. After August 21, you have additional requirements. The landlord may still file a Motion to Compel to attempt to prevent you from receiving the delay to the lock out. If you receive a notice of a Motion to Compel, be prepared to show the court your notice to the landlord and your documentation concerning your COVID-19 circumstance.

---

**WHO** can request to see the notice?

If the court, constable, or sheriff requests to see the notice and documentation provided to your landlord, you must show them the notice and documentation. If the constable or sheriff still intends to lock you out of the property, you may want to contact an attorney immediately. [Community Legal Services](#), [DNA People's Legal Services](#) or [Southern Arizona Legal Aid](#) may be able to help.

---

**WHAT** am I responsible for if I delayed the eviction?

**You are still responsible for all monthly payments of rent and late fees.** If rent is refused by the landlord/property manager, save it for future payment as long as you remain in the property. Document all of your efforts to pay monthly rent. Remember, you are still obligated to comply with the law and your lease for as long as you and your family reside in the property.

---



---

**TIPS for TENANTS**  
**Executive Order 2020-14 & 2020-49**  
**on EVICTIONS/Motions to Compel**

---

In evictions, a landlord may file a Motion to Compel with the court to try to stop the tenant from receiving the delay in the enforcement of the eviction. To respond to a landlord's Motion to Compel, tenants should know the following:

---

|   |   |
|---|---|
| <b>WHAT</b> should I do if my landlord files a Motion to Compel?                        | Contact the court listed on your eviction complaint immediately to find out how to submit your documents and appear at the Motion to Compel hearing. Make sure the court has your correct phone number before the hearing. If you do not respond to the Motion, your landlord may be able to stop the delay to enforcement of the eviction.   |
| <b>WHAT</b> should I prepare for the hearing if it is before August 22?                 | You will need to present your notice you gave to your landlord of your COVID-19 circumstance and all of your supporting documentation to the judge. Make sure your landlord and their attorney has all of your documentation before or at the hearing.  |
| <b>WHAT</b> should I prepare for the hearing if it is between August 22 and October 31? | <ol style="list-style-type: none"><li>1) The notice you presented to your landlord of your COVID-19 related hardship dated after August 21 and all of your supporting documentation;</li><li>2) Written proof you completed an application for rental assistance from a city, county or state or nonprofit; and</li><li>3) Written proof you made an offer to your landlord to enter into a payment plan.</li></ol> |
| <b>WHAT</b> happens once the judge rules on motion?                                     | If the judge rules in your favor, you will continue to receive a delay in the enforcement of your eviction.<br>If the judge rules for the landlord, the sheriff or constable can lock you out five days after the judge rules on the motion.  |
| <b>WHAT</b> if I didn't receive a notice of the hearing?                                | You may want to file an emergency Motion to Reconsider or contact an attorney immediately. <a href="#">Community Legal Services</a> , <a href="#">DNA People's Legal Services</a> or <a href="#">Southern Arizona Legal Aid</a> may be able to help.  |

---

305 S. 2nd Ave., Phoenix, AZ 85003 • Phone 602-258-3434

Advocate. Litigate. Educate



---

## TIPS for TENANTS Executive Order 2020-14 & 2020-49 on EVICTIONS

---

To delay the enforcement of eviction **BETWEEN August 22, 2020- October 31, 2020**, tenants must follow these steps:

- Provide your landlord/property manager written notice if:
  1. You have been diagnosed with COVID-19 and must be quarantined;
  2. You have been ordered to self-quarantine by a medical professional because of your symptoms defined by the Centers for Disease Control;
  3. Someone in your household has been diagnosed with COVID-19, and you must be quarantined;
  4. You have a health condition, as defined by the Centers for Disease Control, that makes you more at risk for COVID-19 than the average person; or
  5. You have suffered a substantial loss of income as a result of COVID-19, such as job loss, reduced pay or compensation, your workplace closed, an obligation to miss work to care for a home-bound school-age child, or other circumstances
- Provide your landlord with any available supporting documents for one or more of the above listed circumstances.
- Provide your landlord/property manager written proof you completed a rental assistance application and with a city, county, state or nonprofit.
- Provide your landlord/property manager written proof that you attempted to enter into a payment plan with your landlord.

---

**HOW** do I notify my landlord/property manager of my COVID-19 hardship?

After August 21, provide notice to your landlord/manager of COVID-19 hardship related to any item 1-5 above along with available documentation (can be by email or text). Make sure to keep copies.

---

**WHAT** are some examples of documentation?

You only have to provide the landlord/property manager documents that are available to you, but the more documentation the better. Examples might include: a note from your doctor or medical professional about your condition or situation, notices from your employer, notice of school/child care closure, or pay stubs that show a loss of income because of COVID-19.

---

305 S. 2nd Ave., Phoenix, AZ 85003 • Phone 602-258-3434

Advocate. Litigate. Educate

**WHAT** if I cannot get or do not have documentation?

If you cannot get documentation from others, write a detailed statement explaining your COVID-19 hardship listed above in 1-5. Include your detailed statement with the notice to the landlord.

**HOW** do I prove I applied for rental assistance?

Apply for rental assistance as soon as possible. The application does not need to be accepted. You must have written proof the application was **completed**, not just started. If you do not receive a confirming email that your application was completed, reach out to the governmental agency or nonprofit and ask for written confirmation.

**HOW** do I prove I attempted to enter a payment plan with the landlord?

Propose a payment plan in writing that you can afford to your landlord as soon as possible. You can find a copy of a proposed plan on Community Legal Services' website, [www.clsaz.org](http://www.clsaz.org). The landlord does not need to accept your proposed plan to get the delay.

**WHY** am I getting notice of a court hearing?

The landlord can still go to court and get a judgment against you. Providing the required documentation to your landlord/property manager keeps the constable or sheriff from locking you out of the property until November 1, 2020. The landlord may still file a Motion to Compel to attempt to prevent you from receiving the delay to the lock out. If you receive a notice of a Motion to Compel, be prepared to show the court your notice to the landlord and your documentation concerning your COVID-19 circumstance.

**WHO** can request to see the notice?

If the court, constable, or sheriff requests to see the notice and documentation provided to your landlord, you must show them the notice and documentation. If the constable or sheriff still intends to lock you out of the property, you may want to contact an attorney immediately. [Community Legal Services](#), [DNA People's Legal Services](#) or [Southern Arizona Legal Aid](#) may be able to help.

**WHAT** am I responsible for if I delayed the eviction?

**You are still responsible for all monthly payments of rent and late fees.** If rent is refused by the landlord/property manager, save it for future payment as long as you remain in the property. Document all efforts to pay monthly rent. Remember, you are still obligated to comply with the law and your lease for as long as you and your family reside in the property.



# Community

Legal Services  
Advocate. Litigate. Educate.

305 S. 2nd Ave., Phoenix, AZ 85003 • Phone 602-258-3434

Advocate. Litigate. Educate



# Community

Legal Services  
Advocate. Litigate. Educate.

## RENT PAYMENT PLAN AGREEMENT

|                                       |
|---------------------------------------|
| <b>Landlord Information</b>           |
| Landlord Name:                        |
| Landlord Address                      |
| Landlord Email:                       |
| Preferred method of contact:          |
| Preferred method to receive messages: |

|                                       |
|---------------------------------------|
| <b>Tenant Information</b>             |
| Tenant Name:                          |
| Tenant Address:                       |
| Tenant Email:                         |
| Preferred method of contact:          |
| Preferred method to receive messages: |

|                               |                   |
|-------------------------------|-------------------|
| <b>Status of the Lease</b>    |                   |
| Monthly Rent:                 | Security Deposit: |
| Date Tenant moved in:         |                   |
| Date Lease is up for renewal: |                   |

|   |                              |                                     |
|---|------------------------------|-------------------------------------|
| Has tenant completed an application for rental assistance through a government office or non-profit? (Attach copy of screenshot showing application is complete to agreement) |                              |                                     |
| <input type="checkbox"/> No   | <input type="checkbox"/> Yes | <input type="checkbox"/> In process |

305 S. 2nd Ave., Phoenix, AZ 85003 • Phone 602-258-3434

Advocate. Litigate. Educate

|  |   |  |
|--|---|--|
| <b>To be completed by Landlord:</b><br><b>Steps taken in agreement with tenant (Select all that apply)</b> |   |  |
| <input type="checkbox"/>   | Waived late fees  |  |
| <input type="checkbox"/>   | Waived penalty for ending lease early   |  |
| <input type="checkbox"/>   | Forgive \$ ___ of rent for a period of ___ months   |  |
| <input type="checkbox"/>   | Reduce rent by \$ ___ for ___ months  |  |
| <input type="checkbox"/>   | If a balance, divide amount due across ___ months to be paid monthly                          |  |
| <input type="checkbox"/>   | Use the \$ ___ from the security deposit towards rental arrear                                |  |
| <input type="checkbox"/>   | Rent paid ___ days early will receive a credit of \$ ___                                      |  |
| <input type="checkbox"/>   | Other Arrangements (ex. Forgiving rent for maintenance/cleaning services completed by tenant) |  |

|   |   |   |
|---|---|---|
| <b>Modified Rent Schedule</b>   |   |   |
| As noted above Rent will be:  |   |   |
| <input type="checkbox"/> Reduced per month by: \$ _____   | <input type="checkbox"/> Deferred for: _____ Months | <input type="checkbox"/> Forgiven for: _____ Months |
| <ul style="list-style-type: none"> <li>• Rent Amount of \$ _____ is scheduled to begin on _____ and is valid for _____ months</li> <li>• Total amount of arrearage balance due is \$ _____ no later than _____</li> <li>• Monthly Balance Due Payments of _____ are due to begin on _____ and should be submitted:               <ul style="list-style-type: none"> <li><input type="checkbox"/> With rent in a single payment of \$ _____</li> <li><input type="checkbox"/> As a separate payment of \$ _____ due on _____ day of the month.</li> </ul> </li> <li>• We will accept complete balance due payment at any time without penalty</li> </ul> |   |   |
| <p><i>***Rent payment not covered in this modified schedule should be due according to the original lease agreement. Failure to abide by this Schedule may result in penalty up to and including eviction action***</i></p>   |   |   |

*\*\*\*This document does not change any of the terms or requirements established under the Lease Agreement between the Parties. This document is intended to provide short term relief to the Tenant and does not waive or supplement any of the Landlord's or Tenant's rights or responsibilities under that Lease Agreement. \*\*\*\*\**

Tenant \_\_\_\_\_  
Signature
Date

Landlord \_\_\_\_\_



Signature

Date