

Landlords - Sample Letter to Tenants

Navigating COVID-19

Dear Tenant,

In the recent weeks our lives have dramatically changed due to the COVID-19 Pandemic and the social distancing practices promoted by the state of Pennsylvania and the Center for Disease Control. We understand this quarantine may be affecting your wages and your ability to pay your monthly expenses, including your rent. If there are changes to your ability to pay rent, please communicate that to us as soon as possible. This communication will allow us to have a discussion about payments prior to falling behind and potentially set up a payment plan. It is our intent to work with you during these uncertain times. It is recommended you follow this practice and communicate with utilities and loan holders.

If your income has changed, it is recommended you file for Unemployment Compensation immediately. A copy of your unemployment filing may be requested if setting up a payment plan. We recommend you reach out to United Way through the 2-1-1 portal if additional resources such as food are needed.

- **Apply for unemployment:** www.uc.pa.gov/Pages/covid19.aspx?fbclid=IwAR2wT7m-7dzgIklsBPn29JgYLZZSbEVP6HrlcwMCC6NFi8Sx3YVHTPYBFjz0
- **UNITED WAY of Lancaster,** Phone: 2-1-1 <http://pa211east.org/Lancaster>
- **UNITED WAY of York,** Phone: 2-1-1 <https://www.unitedway-york.org/>
- **PA Career Link Job Seeker Hotline** Phone: 1.844.744.8451
- **Utility Assistance** Email: ontrack@caplanc.org Phone: 717.286.0379

We ask that all residents keep an open line of communication with us at this time so that we can help you get the assistance you need. Our top priority is to keep our buildings active and tenants healthy and safe during this time.

If you have further questions or concerns, please feel free to reach out to me.

Thank you!

