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

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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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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