



Date

Tenant name
Address
City, CA Zip Code

Re: Address of Premises

Dear Tenant Name:

We hope that you and those you hold dear are safe and well during this unprecedented and challenging time. We understand this is a difficult time for so many in so many ways. We are committed to continue to help our community through this time.

As the property manager for the owner of your home, PRANDI Property Management, Inc. ("PRANDI") understands that you have requested a rent deferral because of economic hardship caused by the novel corona virus (COVID-19). Pursuant to Marin County Board of Supervisors Resolution No. 2020-27, passed on March 24, 2020, which presently expires May 31, 2020, you are entitled to a deferral of your rent by complying with all of the following terms and conditions:

1. Within 30 days after the date rent is due, you must provide PRANDI notice in writing that you are unable to pay rent due to financial impacts "related to COVID-19."
2. "Financial Impacts" means a substantial loss of income due to business closure, loss of compensable hours of work or wages, layoffs, missing work or child care expenditures due to school closure, medical expenses related to being ill with COVID-19 or caring for a member of the residential or commercial tenant's household who is ill with COVID-19, or other similarly caused reason resulting in a loss of income due to COVID-19.
3. A financial impact is "related to COVID-19" if it was directly or indirectly caused by the COVID-19 pandemic, the Proclamation of Local Emergency, the Health Officer's Shelter in Place Order, or public health orders or recommended guidance related to COVID-19 from local, state, or federal authorities.
4. Within one week of providing notice under subsection (1), you must provide PRANDI with documentation or other objectively verifiable information that due to financial impacts related to COVID-19, you are unable to pay rent. Such information shall include, as applicable: (i) A statement from your employer that the business has been closed or has severely limited its operations, and you have been laid off, are receiving partial pay or no pay. Also, it will be necessary to justify any rent deferral that you provide the most recent three months of your bank statements (checking and/or savings account) showing that your accounts are insufficient to pay the rent due.



5. If you and roommates are on the rental agreement, each is liable for the full rent due. If one or more of the roommates is enduring “financial impacts” as defined above, then please submit the documents for each of the roommates, along with explaining the reduction in the usual rent that the roommate pays. PRANDI cannot use the security deposit to pay ongoing rent obligations.
6. Any medical or financial information provided to Prandi shall be held in confidence, and only used for evaluating your claim. You remain obligated to pay the unpaid rent, which becomes due after expiration of the local emergency. After confirming verification of financial impact; PRANDI will provide you with a rent deferral agreement that must be signed in connection with your request to defer rent because of financial impacts related to COVID-19.

In summary, full rent remains due each month. If you are unable to pay it, then you must submit the requested documents to PRANDI. Once you provide PRANDI with the requested documents, we will confer with the owner to consider your rent deferral request. If your request is approved, you will be presented with a Deferred Rent Agreement.

Please stay healthy and safe. Together, we will all get through this challenging time.

Very truly yours,

Melissa Prandi, MPM®
PRANDI Property Management, Inc., CRMC ®
President & CEO