HOUSING PROVIDER NAME

ADDRESS

PHONE

EMAIL

**NOTICE OF PAST DUE RENT**

Tenant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Tenant:

This is a notice of past due rent. The total amount of rent owed is AMOUNT DUE. A ledger showing the dates of rent charges and payments for the period of delinquency is attached. **You have the right to remain in the rental unit** if the total balance of unpaid rent is paid in full or if you are current on a rent payment plan.

HOUSING PROVIDER has initiated an application to STAY DC for emergency rental assistance on your behalf for any rent due after April 1, 2020. Only you or your authorized representative can complete the tenant portion of the application. If the ledger shows amounts due prior to April 2020, you should also seek assistance from other District emergency rental assistance programs, such as the Emergency Rental Assistance Program (ERAP).

You have 60 days, or until DATE, to submit your portion of any application(s) for emergency rental assistance. To apply for STAY DC, go to stay.dc.gov or call 833-4-STAYDC (833-478-2932). The STAY DC call center can also connect you to application help and refer you to ERAP and other District emergency rental assistance programs.

**You may qualify for assistance if your household’s annual income is equal to or less than the amounts shown below:**

|  |  |  |  |
| --- | --- | --- | --- |
| People in Household | Maximum Income | People in Household | Maximum Income |
| 1 | $57,650 | 5 | $88,900 |
| 2 | $65,850 | 6 | $95,500 |
| 3 | $74,100 | 7 | $102,100 |
| 4 | $82,300 | 8 | $108,650 |

HOUSING PROVIDER has the right to file a case in court seeking your eviction, without further notice, if any of the following occur.

(A) You fail to submit an emergency rental assistance application within 60 days;

(B) You are denied emergency rental assistance for all or part of the past due amount and you have not established a rent payment plan with us within 14 days of the denial; or

(C) You miss payments under a rent payment plan totaling at least $600 or two months of rent, whichever is greater.

If HOUSING PROVIDER files in court, your next notice will be a summons to appear in court. You have the right to defend yourself in court. Only a court can order your eviction. For further help or to seek free legal services, contact the D.C. Office of the Tenant Advocate at 202-719-6560 or the Landlord Tenant Legal Assistance Network at 202-780-2575.