

**Valued Neighbor –**

We want to know if your employment has been impacted by COVID-19. This information will be used to identify and verify households who may have lost income as a result of job shutdown or are off work due to the specific virus. This information will be kept confidential and will allow us to determine whether you may be eligible for certain payment arrangements and waivers of late rent charges for April.

This form is being completed because (check which applies):

- Job shutdown or layoff due to COVID-19 – and I will not be able to pay rent for April 2020
- I am not able to work due to the specific virus which has affected one or more members of my household – and I will not be able to pay rent for April 2020

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employers contact number where we can verify your job impact:

\_\_\_\_\_  
\_\_\_\_\_

Last date worked: \_\_\_\_\_

Anticipated return date: \_\_\_\_\_

Are you applying for unemployment benefits: \_\_\_\_\_

Check One:

- I have a Section 8 voucher or other rental assistance and have reported this change to my case manager.
- I have a Section 8 voucher or other rental assistance and have NOT reported this change to my case manager.
- I do NOT have any rental assistance and pay own rent.

Considerations will be given to those residents who are current and March 2020 rent has been paid in full.

Check One:

- I am current and paid rent in full for March 2020 and do not have a balance
- I am not current on my rent

Please drop off the completed form to the leasing office if you are impacted by COVID-19. Note: we do not need the form returned if you have NOT been impacted and lost employment income due to the specific virus.

Please contact Mary Gibson, Director of Property Management with questions about this form: (574) 289-1066 #1211.