

For tenant counseling regarding this document, contact 如對此文件有疑問, 可聯絡以下租客權益顧問機構:

Housing Rights Committee 住屋權益委員會 (415) 703-8644

Chinatown Community Development Center 華協中心 (415) 984-2728

Causa Justa (415) 487-9203 | San Francisco Tenants' Union - <https://www.sftu.org/drop-in-clinic/>

致房東書：因新冠病毒所引致的財政困難
NOTICE TO LANDLORD — FINANCIAL IMPACTS OF COVID-19

(房東聯絡方式 | Landlord Contact Information)

通過 美國郵政 | 電子郵件 寄出 (請圈出實際適用選項)

Sent via: U.S. Mail | E-mail (circle all that apply)

I am writing regarding my tenancy at _____ (地址 | address). Pursuant to the *Second Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency* issued by Mayor London Breed on March 13, 2020, as amended, I hereby provide notice that I am unable to make a rent payment in the amount of \$ _____ (租金額) that was due on or around _____ (交租期限) due to financial impacts related to COVID-19.

我希望藉此信討論在上述地址的租賃關係之相關事宜。市長倫敦布里德於二零二零年三月十三日下達宣告本地進入緊急狀態的市長命令，依照市長命令的二次增補內容，我藉此信通知您，由於新冠病毒所引致的財政困難，我將無法繳交在上述日期前本應繳交的租金。

財政困難記錄文書
Documentation of Financial Impact

由於新冠病毒所引致的財政困難，我無法交租因為：

Due to financial impacts related to COVID-19, I am unable to pay rent because:

財政困難證明文件 (請勾選至少一項)

Supporting Documentation of Financial Impact (Check One)¹

- 其它證明文件 (例如：僱主的信、醫療賬單等) 已隨此信附上。
Additional documentation (e.g. letter from employer, medical bills, etc.) is attached.
- 將會在七日內向你提供更多證明文件。
Additional documentation will be provided within 7 calendar days.
- 無其它證明文件 (和/或目前我無法取得其它證明文件)
No additional documentation exists and/or I am currently unable to obtain additional documents.

Tenant Signature | 租客簽名

Date | 日期

Tenant Name (Print) | 租客姓名 (英文正楷拼寫)

¹ From the Mayor's Office on Housing & Community Development: Documentation "may be satisfied with a letter, email, or other written communication that explains the financial impact that the tenant is experiencing. The explanation should be objectively verifiable. Third-party documentation is not necessary to satisfy this step, but tenants are advised to provide supporting documents."