



Maricopa County Justice Courts

CASE NUMBER: _____

DATE FILED: _____

TENANT CHECKLIST

Actions a Tenant Must Take Based on Executive Order [2020-49](#) (Continued Postponement of Eviction Enforcement Actions)

- Gov. Ducey delayed the enforcement of eviction orders for tenants experiencing qualifying medical or financial hardships through August 21, 2020 and financial hardships through October 31, 2020 due to COVID-19.
- To be eligible for a continuing delay in the enforcement of eviction from your residence, by August 21, 2020, or if you request a delay after that date, you must:
 1. Renotify or notify your landlord or property owner in writing with supporting documentation of your ongoing financial hardship due to a substantial loss of income resulting from COVID-19 including job loss or lay off, reduction in pay, child care responsibility, or a quarantine order;
 2. Request a payment plan;
 3. Provide your landlord or property owner a copy of a completed pending application for rental assistance through a state, city, county or nonprofit [rental assistance program](#) with any available supporting documentation; and
 4. Acknowledge that the contractual terms of the lease remain in effect.

Your landlord or property manager's:

Name: _____

Telephone/text number: _____

Email: _____

STEPS YOU NEED TO TAKE AS SOON AS POSSIBLE:

1. **Apply for a government or nonprofit [rental assistance program](#)** and make a copy _____
of the pending application to provide to the landlord or property owner.
2. **Gather documentation** that is proof of your substantial loss of income from your _____
pre-pandemic income level. Examples may include:
 - A letter of employment separation or lay off.
 - Pay stubs or pay history for January, 2020 to present.
 - Documentation of any unemployment benefits you received.
 - A quarantine order from a doctor or public health authority.
 - A letter to parents regarding K-12 school closure or remote instruction.
 - Any other documents that show financial hardship due to COVID-19.
3. **Notify your landlord** or property owner or that person's representative of your loss _____
of income **and** request a **payment plan**.
4. **Provide the documentation** that you gathered to your landlord or property owner _____
when you provide notice and keep copies for your records and to provide, as needed,
to a constable or other law enforcement officer and to the court.
5. **Keep notes** of conversations with your landlord or property owner about a payment _____
plan and other matters.
6. **Be prepared** to explain to the judge why the payment plan you have offered is fair _____
and reasonable considering your COVID-19 and financial circumstances and why it is
in the interest of justice for you to stay in your residence.