



Community

Legal Services

Advocate. Litigate. Educate.

RENT PAYMENT PLAN AGREEMENT

Landlord Information
Landlord Name:
Landlord Address
Landlord Email:
Preferred method of contact:
Preferred method to receive messages:

Tenant Information
Tenant Name:
Tenant Address:
Tenant Email:
Preferred method of contact:
Preferred method to receive messages:

Status of the Lease	
Monthly Rent:	Security Deposit:
Date Tenant moved in:	
Date Lease is up for renewal:	

Has tenant completed an application for rental assistance through a government office or non-profit? (Attach copy of screenshot showing application is complete to agreement)		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> In process

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To be completed by Landlord:		
Steps taken in agreement with tenant (Select all that apply)		
<input type="checkbox"/>	Waived late fees	
<input type="checkbox"/>	Waived penalty for ending lease early	
<input type="checkbox"/>	Forgive \$_____ of rent for a period of _____ months	
<input type="checkbox"/>	Reduce rent by \$_____ for _____ months	
<input type="checkbox"/>	If a balance, divide amount due across _____ months to be paid monthly	
<input type="checkbox"/>	Use the \$___ from the security deposit towards rental arrear	
<input type="checkbox"/>	Rent paid _____ days early will receive a credit of \$_____	
<input type="checkbox"/>	Other Arrangements (ex. Forgiving rent for maintenance/cleaning services completed by tenant)	

Modified Rent Schedule		
As noted above Rent will be:		
<input type="checkbox"/> Reduced per month by: \$_____	<input type="checkbox"/> Deferred for: _____ Months	<input type="checkbox"/> Forgiven for: _____ Months
<ul style="list-style-type: none"> • Rent Amount of \$_____ is scheduled to begin on _____ and is valid for _____ months • Total amount of arrearage balance due is \$_____ no later than _____ • Monthly Balance Due Payments of _____ are due to begin on _____ and should be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> With rent in a single payment of \$_____ <input type="checkbox"/> As a separate payment of \$_____ due on _____ day of the month. • We will accept complete balance due payment at any time without penalty 		
<p><i>***Rent payment not covered in this modified schedule should be due according to the original lease agreement. Failure to abide by this Schedule may result in penalty up to and including eviction action***</i></p>		

****This document does not change any of the terms or requirements established under the Lease Agreement between the Parties. This document is intended to provide short term relief to the Tenant and does not waive or supplement any of the Landlord's or Tenant's rights or responsibilities under that Lease Agreement. ******

Tenant _____
Signature Date

Landlord _____
Signature Date