

# Unpaid Rent Repayment Plan Worksheet

This worksheet is provided to assist landlords (including property owners and managers) (“Landlord”) and tenants and residents (“Resident”) who seek to create a reasonable repayment plan for unpaid rent or other charges related to housing. Both Landlord and Resident may benefit from agreeing to a reasonable rent repayment plan as it provides certainty over the amount and timing of repayment. This worksheet is meant to apply only to the unpaid rent or other charges listed on this worksheet.

This worksheet is not intended to alter the legal relationship between Landlord and Resident, but to be a tool to help them work together. Landlord and Resident may choose to attach this worksheet to any final, signed repayment plan agreement they enter into, as a way to show the process they used to develop the repayment plan. Any rent repayment plan should be reasonable based on the Resident’s specific financial, health, and other circumstances.

## Dwelling

The residence occupied by the Resident, which is the subject of this worksheet, is located at the following address:

\_\_\_\_\_ (the “Dwelling”).

## Landlord(s) and Resident(s)

The persons using this worksheet are:

a. The Landlord(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; and

b. The Resident(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ;

## Determining Unpaid Rent Amount

In this section, Landlord and Resident should list unpaid rent, lodging, and other charges allowed by Resident's rental/lodging agreement that became due on or after February 29, 2020 (when a State of Emergency was proclaimed in all counties in Washington State). By law, this amount may not include any late fees, interest, or other amounts related to the nonpayment or untimely payment of Resident's rent/lodging or other charges that became due on or after February 29, 2020.

### (1) Unpaid rent/lodging:

a. March 2020:	\$
b. April 2020:	\$
c. May 2020:	\$
d. June 2020:	\$
e. July 2020:	\$
f. August 2020:	\$
g. September 2020:	\$
h. October 2020:	\$
i. Subsequent Months:	\$
<b>TOTAL unpaid rent/lodging:</b>	<b>\$</b>

### (2) Unpaid other charges\*:

a. March 2020:	\$
b. April 2020:	\$
c. May 2020:	\$
d. June 2020:	\$
e. July 2020:	\$
f. August 2020:	\$
g. September 2020:	\$
h. October 2020:	\$
i. Subsequent Months:	\$
<b>TOTAL unpaid other charges:</b>	<b>\$</b>

### (3) TOTAL UNPAID RENT = (1) + (2):

\$

\* If provided by Resident's rental/lodging agreement. Upon request, Landlord should provide Resident with documents that support the amount of each of the "unpaid other charges."

## Resident's Proposed Repayment Rate and Schedule

Resident should make the first proposal for a reasonable repayment rate and schedule, as may be supported by Resident's explanation or document(s).

On \_\_\_\_\_ date, Resident proposes the following repayment rate and schedule to Landlord:

- a. Repayment Rate: \$\_\_\_\_\_
- b. Repayment Schedule: Beginning on \_\_\_\_\_, 2020, Resident shall pay the above amount on or before every \_\_\_\_\_ day of every \_\_\_\_\_ (month, two-weeks, week, other: \_\_\_\_\_).
- c. Repayment Method (e.g., check, money-order, Venmo, etc.)\_\_\_\_\_.

Or, the Resident may propose a reasonable repayment plan that differs from a fixed schedule like the one above. Resident proposes to make repayments using the timeline and method described below:

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Landlord may accept Resident's proposed repayment rate and schedule, or make a counter-proposal. Landlord's proposed repayment rate and schedule must be good-faith estimates of Resident's ability to repay the Unpaid Rent based on the information Resident has provided. Given the pandemic's impact on the general economy, Landlord should recognize that repayment of the entirety of Unpaid Rent may not be possible. In those cases, Landlord should consider whether the amount of Unpaid Rent could be or should be reduced.

Landlord and Resident should document in writing the date, repayment rate, and repayment schedule of each proposal and counter-proposal, as well as any final agreement.

## Resident(s) Inability to Pay Unpaid Rent – Supporting Documents

In using this worksheet, it will usually be helpful for Resident to provide Landlord with an explanation or documents that reasonably support the repayment rate and schedule proposed below. Resident may redact documents provided to Landlord for privacy, and Landlord may not share those documents with others without the Resident's written permission. Landlord may not require any specific category or type of documentation. Documents that Resident may provide include, but are not limited to, copies of the following (check all that apply):

Resident's written explanation of circumstances (Resident may attach it to this worksheet)

Employment termination notice(s)

Furlough notice(s)

Paycheck(s)

Pay stub(s)

Bank statement(s)

Medical bill(s) or medical documentation

Letter(s), email(s), text(s), or other statement(s) from an employer or supervisor explaining Resident's changed employment status

Unemployment insurance form(s)

School/Daycare closure notice(s)

Letter(s), email(s), text(s), or other statement(s) from guarantor explaining inability to pay rent

Application(s) for means-tested public benefits

Other supporting document(s): \_\_\_\_\_

**Date(s) of Communication**

Resident and Landlord should note the date(s) they engaged or attempted to engage in written or verbal communication, exchanged or reviewed documents, and/or discussed a rate and schedule of repayment:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

This worksheet was used and/or completed by Landlord and/or Resident (circle one or both) on the following date(s): \_\_\_\_\_.



More information about rights and protections for landlords and residents in the face of COVID-19 is available at: <https://www.atg.wa.gov/landlord-tenant>. Governor Inslee’s current Proclamation regarding evictions and other housing practices is available at <https://www.governor.wa.gov/sites/default/files/proclamations/20-19.3%20Coronavirus%20Evictions%20%28tmp%29.pdf>. Inquiries and complaints about evictions, rent, late

fees, and other housing issues during COVID-19 can be submitted online at: <https://fortress.wa.gov/atg/formhandler/ago/COVID19EvictionComplaintForm.aspx> or by calling toll-free to (833) 660-4877 and selecting Option 1.