



April 2020

RE: LOSS OF INCOME DUE TO CORONAVIRUS/COVID-19

Dear Resident:

The COVID-19 emergency has resulted in a financial crisis as well as a health crisis, with many in our community losing their jobs or having their hours reduced. If you have experienced or have been notified by your employer of a significant loss or decrease in household income due to one of the following reasons, we may be able to defer your rent.

Please complete and submit the enclosed COVID-19 Request for Deferral of Rent form so that we can determine if it is possible to defer your rent in whole or in part. It is important to submit the Request for Deferral along with proof of the income change (letter from employer, paystubs showing reduced hours, etc.) so that we are able to process a reduction of your rent without delay.

As per the Santa Barbara City Council Ordinance No. 5941, eligible reasons for a COVID-19 Rent Deferral are defined as a Significant Negative Change to Your Household Financial Condition due to one or more of the following:

1. Being sick with COVID-19 or caring for a household or family member who is sick with COVID-19
2. Lay off, loss of compensable work hours, or other income reduction resulting from business closure or other economic or employer impacts of COVID-19
3. Compliance with an order or recommendation from a government authority to stay home, self-isolate, or quarantine, or avoid congregating with others during the state of emergency
4. Extraordinary out-of-pocket medical expenses as a result of COVID-19
5. Child care needs arising from school closures related to COVID-19

We encourage you to contact us and/or submit your Request for Deferral and documentation via one of the below methods:

1. Via Email - Contact your case manager directly via email; if you do not have your case manager's email, contact Housing at info@hacsb.org
2. Via Fax – fax documents to 805-564-7041
3. Drop off – at Housing's main office 808 Laguna Street mail slot on the front door
4. Mail – to Housing Authority of the City of Santa Barbara, 808 Laguna Street, Santa Barbara CA 93101
5. Phone – call your case manager directly or call the main office at 805-965-1071

*Please note that if you have not emailed the Housing Authority in the past, you will receive an automated email response requesting you to reply to verify that your email address is not spam. If you do not reply your email will not be received.

Rent deferral requests will be processed to be effective on the first of the month following verification of the change, so again, please remember to submit verification of the change as soon as possible. Once, we receive the notification of your income change, we will process it as soon as possible, but we ask for and appreciate your patience during this time.

Thank you and remember to stay safe and stay home if possible.

HOUSING AUTHORITY OF THE
CITY OF SANTA BARBARA