

## COVID-19 - STATEMENT OF ACCOUNT

Recent federal and state laws (e.g., executive orders, CARES Act, etc.) currently limit some actions, by some residential landlords, during the COVID-19 pandemic. The purpose of this Statement of Account is to inform tenant(s) of amounts due, **amounts currently held in abeyance**, payments, and other charges and credits, until additional federal and/or state laws provide additional guidance for landlords and tenants. We are doing our part by holding some amounts in abeyance. We expect tenant to: (1) do their part by paying the full amount due if their income has not been impacted by the pandemic or (2) pay what they can afford until their income is restored.

NOTE 1: The following charges are currently held in abeyance:

- Late fees are calculated and shown below, but are currently held in abeyance.
- No other amounts are held in abeyance at this time.

Line	Date	Description	Charge	Credit	Balance
1	04/01/2020	Rent for April 2020 (due on the <b>FIRST</b> day of each month)	\$1,000.00		\$1,000.00
2	04/09/2020	Late fees start on the <b>second</b> day of the month. Late fees are <b>\$5.00</b> per day. (4/2 - 4/9; 8 days; \$5/day x 8 days = \$40.00)	0.00 <sup>1</sup>		1,000.00
3	04/09/2020	Payment by Tenant 4/9		\$600.00	400.00
	04/25/2020	Late fees - held in abeyance (4/10 - 4/25; 16 days; \$5/day x 16 days = \$80.00)	0.00		400.00
	04/25/2020	Payment by Tenant 4/25		300.00	100.00
	05/01/2020	Rent for May 2020	1,000.00		1,100.00
	05/06/2020	Late fees - held in abeyance (5/2 - 5/6; 5 days; \$5/day x 5 days = \$25.00)	0.00		1,100.00
	05/06/2020	Payment by Tenant 5/6		1,000.00	100.00
	06/01/2020	Rent for June 2020	1,000.00		1,100.00
	06/21/2020	Late fees - held in abeyance (6/2 - 6/21; 20 days; \$5/day x 20 days = \$100.00)	0.00		1,100.00
<b>TOTAL DUE (as of 06/21/2020)</b>					<b>\$1,100.00</b>

**Footnote 1.** When a payment is received, calculate and enter the late fees on the line before the payment. In the example above, rent came due on April 1; that amount appears on **Line 1**. A payment of \$600 was received on April 9. BEFORE entering the payment, calculate and enter the late fees that accrued as of the date of the payment, which in this case was April 9; enter the late fees (show your calculations) on **Line 2**, **but only** in the "Description" column, **do not enter an amount in the "Charge" column**. Then enter the date and amount of the payment you received from the tenant on **Line 3**.