

GUIDING TENANTS AT RISK OF EVICTION

Make sure to go over all parts in red with the tenant so nothing is missed.

Eviction Moratorium: **Has the tenant filled out a declaration form?**

- **If yes**, they are protected by the IL Eviction Moratorium
- **If no, and they live in Chicago**, they need to complete a declaration form & send it to their landlord.
 - **A sample declaration is on the reverse side of this page.**
- **Nothing currently prevents a landlord from filing** an eviction case after serving valid notice, but *filings* from March 2020 to March 2022 are sealed unless/until they end in an eviction *judgment*.

Rental Assistance \$\$\$: **Has the tenant applied for rental assistance?**

- **If yes**, they should follow up with the assistance provider as soon as possible
 - **Tell the tenant** that the court still allows the landlord to file a case, but **if they have accepted rental assistance money they have agreed not to evict** and this can be used in court to get the case dismissed.
- **If no**, they should submit an application immediately.
 - **Ask the tenant** to find & fill out applications here: illinoisrentalassistance.org/providers

Correspondence with Landlord: **Inform the tenant:**

- **It's best to keep all correspondence with the landlord in writing** (email, letter & text)
 - *If they receive a phone call or in-person visit, they can ask the landlord to email or text them & end the call before any serious communication occurs*
- **They should try to offer a solution or make a demand** when negotiating an agreement with their landlord. Do not leave it up to the landlord to offer solutions. **With determination and community support more ideal outcomes become possible!**
 - **If they want to negotiate, encourage the tenant to reflect on ideal vs. acceptable outcomes first:**
 - *What do they need? What do they want? Do they need time or moving assistance money? How much? Start high & negotiate down if necessary.*
 - **Before starting negotiations, make sure they know they can call MTO** at 773-292-4988 for advice or to explore their options.

Tenants in Cook County (who have received any type of eviction notice)

- **If the tenant lives in Cook County, tell them** to call Cook County Legal Aid at 855-956-5763

Tenants Outside Cook County (who have received any type of eviction notice)

- **If the tenant lives outside of Cook County, tell them** to call Eviction Help IL at 855-631-0811

.Eviction Records + Sealings

An Eviction judgment on your record makes it very difficult to find new housing.

- **Chicago Volunteer Legal Services (CVLS) is helping tenants file sealing motions.**
Tenants can contact CVLS at 312-332-8785 or via email at cvls@cvls.org if they would like to explore the sealing of their eviction case. Lockouts
- Only a Sheriff can evict a tenant. Lockouts are illegal! If a tenant has been locked out of their apartment, **they should call Chicago Tenants Movement (CTM) at 773-657-8700.**

Tenant Notice to Landlord
Notice of COVID-19 Impact

This notice is pursuant to the City Council of the City of Chicago, COVID Eviction Protection Ordinance, which passed on the 17th of June 2020.

I, _____, am hereby notifying you, my landlord, _____, that I have been financially impacted by COVID-19. Because of this financial impact, I am having trouble paying my rent. I understand you may request further information or documentation of the financial hardship I am facing.

This notice extends the 5-day notice for non-payment of rent by 7 days. Before an eviction case is filed in court against me, you must make a good faith effort to solve this payment problem, such as offering a payment plan giving me at least 60 days to pay for each month I am behind, or discussing a resolution with a mediator.

I understand that if we cannot come to an agreement on a rent payment plan, after 7 days, you can either file a court case to evict me or sue in court for rent and/or damages without ending our landlord-tenant relationship and forcing me to move.

I look forward to speaking with you on how we can best work together to resolve this matter.

Thank you,

Lessee's First and Last Names

Address Line 1

Address Line 2

Phone Number

Email Address

[\[Click Here for Link to municipal code\]](#)