



**OFFER FOR INSTALLMENT  
PAYMENT AGREEMENT**



Please respond by accepting or rejecting this offer within 14 days of the offer date.

We are offering you a reasonable schedule for repayment of your unpaid rent. You can avoid termination and eviction by signing, returning and complying with the terms of this agreement.

We believe the payment plan below is a reasonable schedule for repayment of your unpaid rent. If you believe this is not a reasonable schedule for repayment based on your circumstances, please provide your landlord with supportive documents related to decreased income or increased expenses due to COVID-19 and make a proposal for a reasonable repayment rate and schedule.

OFFER DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_

RESIDENT NAME(S) SAMPLE

UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SAMPLE  
**UNPAID RENT BALANCE DUE** \$ SAMPLE as of SAMPLE  
MM/DD/YYYY

(This amount includes unpaid rent that accrued between March 1, 2020, and six months following the expiration of the State of Washington's eviction moratorium or the end of the State of Washington's public health emergency)

SAMPLE  
**MONTHLY RENTAL CHARGE DURING THE PERIOD OF ACCRUED DEBT** \$ SAMPLE

(Payments must not exceed monthly payments equal to one-third of the monthly rental charges during the period of accrued debt)

Resident agrees to pay the unpaid rent Balance Due in the following monthly installments:

Payment #1 AMOUNT \$ SAMPLE DUE DATE SAMPLE (at least 30 days  
after the Offer date)  
SAMPLE MM/DD/YYYY

For all remaining payments, Resident agrees to pay \$ SAMPLE each month to the Landlord until the Unpaid Rent Balance Due amount is paid in full, based on the records of the Landlord. This monthly payment shall be due on the first day of each month. Any overpayment or additional payment will not affect or reduce any scheduled payment other than the final payment(s) under this agreement.

Resident agrees to pay the Balance Due at the times and in the amounts set forth above.

This agreement does not affect or otherwise waive landlords right to enforce payment of any other rent, fees, or charges incurred outside of this agreement.

Payments may come from benefits or subsidy programs including housing assistance, public assistance, emergency rental assistance, veterans benefits, social security, supplemental security income or other retirement programs, and other programs administered by any federal, state, local, nonprofit entity, or pledges by nonprofit organizations, churches, religious institutions, or governmental entities.

<u>SAMPLE</u> X RESIDENT	<u>SAMPLE</u> DATE	<u>SAMPLE</u> X RESIDENT	<u>SAMPLE</u> DATE
<u>SAMPLE</u> X RESIDENT	<u>SAMPLE</u> DATE	<u>SAMPLE</u> X RESIDENT	<u>SAMPLE</u> DATE
<u>SAMPLE</u>	<u>SAMPLE</u>	<u>SAMPLE</u> X OWNER/AGENT	<u>SAMPLE</u> DATE