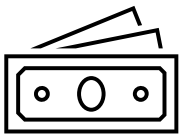


# Eviction Diversion Mediation Worksheet for Tenants

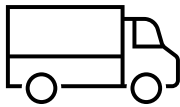
Answer the questions below to get ready for your mediation session. Skip any questions that do not apply to your situation.

## Rent



1. If you owe rent, how much do you now owe?
2. Have you applied for rental assistance? If you have, what is the status of your application?
3. Can you pay your rent going forward? If so, how are you able to pay it?
4. Do you want to propose a plan to pay the back rent you owe? If yes, what dates could you pay and what amounts can you pay?

## Moving



1. Do you want to stay, or do you want to move?
2. If you want to move, or if your landlord won't agree to you staying, how much time would you need to find a new place and move?
3. Are you willing and able to pay future rent to get more time to move?

## Other Issues



1. Are there other issues you would like the mediator to know when you are trying to come to an agreement?

# Items to Have for Mediation

- Lease and any additional written agreements
- Income verification (pay stubs, benefits information, child support)
- Budget worksheet documenting your income and monthly expenses
- Proof of any financial assistance you may have applied for (rental/emergency assistance, unemployment benefits)

## Tips to Prepare for Mediation

1. **Try to work out exactly how much you think you owe before mediation.** If you disagree with the amount the landlord says you owe, have any payment documents with you (like receipts, money orders, canceled checks, screenshots of your online payment account, or messages from your landlord).
2. **Give details about your ability to pay if you want to negotiate a payment plan.** Examples: “I’m starting a new job on X date.” Or “I’m receiving my benefits again and get paid next on X date.”
3. **If you agree to a payment plan, make sure it is realistic for you.**  
Consider things like:
  - How much can you afford to pay towards back rent while still paying your rent going forward and your other expenses, like food and transportation?
  - When should each payment be due, and how will you make the payments? What specific dates would be easiest for you to pay on?
  - How will you pay (cash, money order, Venmo)? If payments are mailed, should they be **postmarked** by the due date or **received** by the due date? Including these details can remove confusion and make sure that you can do everything the agreement says you will do.
4. **Remember that if you are late on just one payment, the landlord may be able to go to court and ask for the eviction immediately.** This is why you want to make sure you agree to a plan you can follow through on.
5. **Bring any evidence of housing conditions you’re concerned about.**
6. **A mediated agreement the court enforces can include a payment plan, a move-out date, or a move-out date, *and* a payment plan.** You may want to agree to other conditions that can be part of an additional agreement, including how you and your landlord will communicate going forward, issues involving repairs, and/or asking for a positive or neutral reference from your landlord.