Scenario

Mr Stack works as a fitness instructor at a gymnasium in Tamworth. He pays $250 per week in rent to Ms Jones.

Due to the temporary closure of gymnasiums across the country due to the public health orders, Mr Stack’s usual hours of 30 per week have reduced to 10 hours of virtual classes per week. His income has reduced from $900 per week to $300 per week, a difference of $600 per week.

Mr Stack is not eligible for a government allowance due to his residency status. Because of his reduced hours due to COVID-19, his income has reduced by 67%.

Mr Stack is therefore eligible for the moratorium on evictions, because the reduction in his income is greater than 25%.

Mr Stack has therefore chosen to approach his landlord to see whether a rent reduction would be possible until he can return to his normal hours.

Example letter

Mr Stack

123 Second Lane, Tamworth NSW

Thursday 2 April, 2020

Ms Jones

345 Owners Close, Tamworth NSW

**Request to negotiate rent payments due to COVID-19**

Dear Ms Jones,

I am contacting you about my weekly rent payments for 123 Second Lane in Tamworth.

My financial circumstances have changed significantly because of COVID-19 due to the Government advice to close all gymnasiums. I worked as a fitness instructor and my hours were reduced from 30 hours to 10 hours of virtual classes per week. My original income was $900 per week for 30 hours per week. My new income is $300 per week. I am not eligible for government assistance due to my residency status.

My overall income has therefore reduced by $600 per week, which is 67% less than my original income.

Because of this, I would like to discuss the possibility of reducing my weekly rent payments from $250 per week to $175 per week for the next two months.

Please find attached proof of reduced hours from my employer and proof or prior income upon signing the lease.

I appreciate that you may also be experiencing financial hardship at this time and look forward to discussing this matter further with you.

Kind Regards,

Mr Stack

[stack@email.com.au](mailto:stack@email.com.au)

0412 345 678