Example situation

Ms Smith’s tenant has had his salary reduced by 25% as a result of business closures following the COVID-19 public health orders. Ms Smith’s tenant has lived in the property for a number of years, and has suggested a rent reduction of 25% per week until his normal employment resumes.

Ms Smith is retired but has a number of properties from which she earns her income. She is therefore in a position where she can accept a temporary reduction in rent payments until her tenant’s usual employment resumes.

Example letter

Ms Smith

111 First St, Woolgoolga NSW

Monday, 6 April 2020

Mr Bird

222 Muffin Lane, Woolgoolga NSW

**Response to your request to negotiate rent payments due to COVID-19**

Dear Mr Bird

Thank you for contacting me about your weekly rent payments for 222 Muffin Lane.

I understand your financial circumstances have changed due to COVID-19 and would therefore like to discuss your request to reduce your rent repayments by 25% per week until your normal employment resumes.

Please provide documentation to support your claim that your household income has reduced due to COVID-19, and evidence of any Government support you may be receiving. Documents could be proof of lost employment / stand-down / loss of work hours or reasons for not being able to work due to COVID-19 illness, proof of Government income support, and proof of prior income.

Subject to you providing the above documentation, I am able to accept your suggested reduction in rent payments for an initial period of six weeks. Your new weekly rent payment will therefore be $250. You will not be required to repay the 25% reduction once your normal rent payments resume.

Please update me in six weeks on your employment and financial situation, and in the meantime please let me know should you have any queries.

Kind Regards,

Ms Smith

smith@email.com.au

0444 555 666