Template letter for tenants to initiate
rent negotiations with their landlord or agent

If you are a COVID-19 impacted tenant you can use this template to help you to initiate negotions with your landlord or agent. Please enter details where requested and delete any sections that do not apply to you.

# Request for reduction in rent payments due to COVID-19

Dear [Mr/Mrs/Ms Landlord or agent’s name]

Re: [enter address of rented premises]

[I am/We are] contacting you to advise we are eligible COVID-19 impacted tenants as our household income has reduced by 25% or more due to COVID-19 and are seeking to negotiate a variation to our rental agreement for the above property.

[My/Our] household income has reduced due to COVID-19 because [outline the date the change to your income occurred and the reasons your income has reduced].

The change to our household income is outlined below:

|  |  |  |
| --- | --- | --- |
| In the four weeks prior to 26 June 2021 [my/our] household income per [week/fortnight/month] was:  | Amount | Source of IncomeEg, Income, centrelink payments |
| $ |  |
| $ |  |

|  |  |  |
| --- | --- | --- |
| Due to COVID and the reasons outlined above [my/our] house income per [week/fortnight/month] is now:  | Amount | Source of IncomeEg, Income, centrelink payments, other govt benefits |
| $ |  |
| $ |  |

Please find attached the following documentation showing [my/our] previous and current household income.

[Evidence may include:

* payslips or bank statements showing reduced income
* documentation from an employer showing job termination/stand-down or reduced hours
* evidence of a business closure or business records showing loss of takings
* Centrelink confirmation of eligibility for financial assistance
* medical certificates]

Because of this, [I am /we are] requesting your consideration of the following variation to [my/our] rental agreement:

## Rent reduction/waiver

|  |  |  |
| --- | --- | --- |
| Original rent  | $ | [Weekly / Fortnightly / Monthly] |
| A reduction/waiver of rent in the amount of | $ | [Weekly / Fortnightly / Monthly] |
| For the rent payments due from  | Start Date: | End Date:  |
| [I/We] will continue to pay rent in the amount of : | $ | [Weekly / Fortnightly / Monthly] |

[I/We] acknowledge that the landlord can claim a payment from the NSW Government under the Residential Tenancy Support Payment towards rent that is waived from 14 July 2021 up to an amount of $4500 or the amount waived, whichever is lower.

[I/We] also acknowledge the landlord **cannot** seek payment for any rent that has been claimed under the Payment.

## Rent deferral

|  |  |  |
| --- | --- | --- |
| Original rent  | $ | [Weekly / Fortnightly / Monthly] |
| This amount of our rent is deferred:  | $ | [Weekly / Fortnightly / Monthly] |
| For rent payments due from: | Start Date: | End Date:  |
| **During which time we will pay:** (Original rent less amount deferred) | $ | [Weekly / Fortnightly / Monthly] |
| **Which will accrue an arrears amount of**: (amount deferred multiplied by period deferred) | $ |  |

[I/We] acknowledge the landlord retains the right to seek payment for this deferred amount of rent.

## Rent repayment plan

|  |  |
| --- | --- |
| Our current arrears | $ |
| As at:  | Date: |
| Together with our deferred arrears of: (as per above) | $  |
| **Combine to a total of:** (current arrears and deferred arrears) | $ |
| Will be repaid as follows:  |
| From Date: | To Date: | Original rent | Additional amount | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[I/We] understand that if we are do not meet the agreed varied rent payments we will be in breach of this agreement. [I/We] look forward to discussing this matter further with you.

Your name, phone and email