**INSTRUCTIONS FOR TENANTS:**

1. USE THIS LETTER IF:

* you are writing to the **AGENT**
* and there is **only 1 tenant**.

2. FILL IN YOUR DETAILS:

* **Fill in your details to replace** [THINGS LIKE THIS] and [\_\_\_\_\_\_\_]
* **Feel free to add details** about your own specific circumstances
* **Feel free to delete sections** that you do not want to include
* **We suggest 25-30% of your income** as a reasonable amount of rent to pay.

3. DELETE THESE INSTRUCTIONS BEFORE YOU SEND THE LETTER.

[DATE]

[AGENT’S NAME]

[COMPANY NAME]

[ADDRESS]

[SUBURB] VIC [POSTCODE]

**By email:** [AGENT’S EMAIL ADDRESS]

Dear [NAME],

**[RENTAL ADDRESS]: Impact of COVID-19 Outbreak**

I hope that you are going well during this strange and difficult time. I am writing to keep you informed about my current circumstances and how they have been affected by the outbreak of COVID-19 and government health recommendations to practice physical ‘distancing’.

Due to recommended closures of non-essential services, my employment has been reduced/suspended and I am currently waiting to receive financial support from government until my normal employment resumes. This will unfortunately affect my ability to afford and pay my rent.

I appreciate that the landlord may also be doing it tough at the moment, and so I want us to work together to try and find a fair solution. I understand that the State and Federal governments may be announcing plans to offer some relief to landlords and tenants, but I think it would be best for both of us to try to establish some certainty about the coming months as soon as possible.

What I propose is:

* **suspension of rent payment until the situation improves**. I understand that the landlord may be able to request mortgage payment relief if there is a mortgage over the property, and I consider it fair and reasonable that I also receive similar rent payment relief.

or

* **paying $[\_\_\_\_\_\_\_\_\_] per week in rent for the next three months,** rather than my normal rent. This amount represents **[\_\_\_\_\_\_\_\_]%** of my weekly income and is the most that I can afford.
* While I acknowledge that this is not ideal, it does mean that the landlord will be able to at least receive some income from their investment during this unexpected event, and I will be able to keep a roof over my head. This will also avoid the need for VCAT proceedings about repayment plans or postponement of possession.
* I have assessed my current financial situation and based on that I am confident that I can comply with this arrangement.

In addition:

· **once the three months have passed or things have returned to normal,** I am happy to pay **$[\_\_\_\_\_\_\_\_\_]** per week in addition to my normal rent to start catching up on the amount owing.

· However, I would be very grateful if the landlord is willing to agree to waive all or some of the debt.

I ask for the landlord’s compassion during a time when everyone in society is struggling.

I am dependent on the landlord’s goodwill in order to keep a roof over my head. I will continue to comply with all of my other duties as a tenant during this time, and ask the landlord to take into account my history as a good tenant.

If you can pass this request on to the landlord and let me know their response, that would be much appreciated. I would be grateful for any generosity that the landlord is willing to show.

I am happy to discuss this further so please feel free to contact me if you have any questions.

Thank you very much for your time.

Yours sincerely,

[YOUR NAME]

[YOUR PHONE]

[YOUR EMAIL]