*This form may be used by a tenant to request a variation to their current rental payments. Please add your own branding if required.*

**Rental Payment Proposal during coronavirus (COVID-19) pandemic**

I/We are submitting a proposal to the landlord in relation to my/our rent because I/we are suffering financial hardship as a direct result of the COVID-19 pandemic.

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| --- | --- |
| Tenant(s) name(s): |  |
| Address of property: |  |
| Existing agreed rent (per week): |  |
| Household income (per week): |  |
| Household expenses (per week): |  |
| Proposal to landlord: |  |
| Proposed start date: |  |
| Proposed end date: |  |

**Background to proposal**

|  |  |
| --- | --- |
| Are any of the tenants overseas students, or on a 457 working visa, or short term working visa?  Details: | Yes ☐ No ☐ |
| Has your employment been terminated due to COVID-19? | Yes ☐ No ☐ |
| Have you been stood down due to COVID-19? | Yes ☐ No ☐ |
| Has your employment been terminated for another reason?  Details: | Yes ☐ No ☐ |
| Have you ceased employment on a temporary basis? | Yes ☐ No ☐ |
| Are you entitled to leave entitlements? Eg. sick, long service leave, annual leave  Details: | Yes ☐ No ☐ |
| Will you be re-employed once the crisis/lockdown is over?  Details: | Yes ☐ No ☐ |
| Have you applied for income support from the Australian Government?  Details: | Yes ☐ No ☐ |
| Are you or your employer eligible for, or are receiving, any part of the $1,500 per fortnight JobKeeper payment?  Details: | Yes ☐ No ☐ |
| Do you have an insurance policy (such as an income protection policy) which may respond in the circumstances?  Details: | Yes ☐ No ☐ |
| Is there anyone else in the household who is still working?  Details: | Yes ☐ No ☐ |
| Has the tenant viewed the ASIC Moneysmart website?  ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) | Yes ☐ No ☐ |

|  |
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| Other information of which the landlord should be aware. |

So that your proposal can be properly considered by the landlord, it is recommended that you **attach** supporting documentary evidence so that the landlord can made an informed decision.

This may include, for example, correspondencewith your employer(s) in relation to the termination of your employment/standingdown from your employment, evidence of any applications made to Governmentand/or State agencies for financial assistance and full details of yourweekly expenses (such as utility bills, living expenses, insurance, etc).

**Privacy:**

By providing this information and documentation, I/We acknowledge that this material may be passed on to third parties, including, but not limited to, the landlord and their/its legal and financial advisers, their banks, their mortgagee(s), their insurers and Government and State Government agencies.

**Acknowledgements:**

By submitting this proposal, I/We also acknowledge that any decision in relation to the rent lies solely with the landlord and not with the landlord’s real estate agent.

Any agreement between the tenant and the landlord would remain in place until the agreed time or until such time as my/our financial circumstances change (for instance, if I/We secure employment or receive further financial assistance from the Government or a third party (including, without limitation, the JobKeeper payment)).

Any rental reduction agreed by the landlord is conditional upon the information I/we provide being true and correct.

I/We acknowledge that if my/our financial circumstances change, I/we will immediately report this to **[insert name of agency]** and a new proposal must be submitted for consideration.

Signature:

Full Name:  
Date:

Signature:

Full Name:

Date: