[Date]

Dear Landlord/Agent,

We/I write about our telephone conversation on [date].

Protection from eviction

The NSW government has introduced laws to stop eviction based on rental arrears from now until 11th September 2021. As we/I have mentioned to you, we/I am in financial distress because of the COVID-19 health crisis and I cannot afford to pay the rent according to the tenancy agreement.

We/I have attached documents that show:

* Our/My average weekly household income between 29 May 2021 – 26 June 2021;
* That we/I have lost hours of work/employment because of the COVID-19 pandemic;
* Our/My current household income, which is at least 25% less than what we previously received;

Please see the attached documents We/I will continue to pay at least 25% of our weekly rent, that being [insert new rent amount].

Having told you that we are COVID-19 impacted, you may not issue us with a termination notice or apply to the Tribunal to terminate our agreement on the grounds of non-payment of rent.

Rent reduction

We/I also request that, given our financial circumstances, you agree to a reduction in our/my rent for the next [insert number of weeks]. In addition to the information about the impact of COVID-19 on our/my income above, our/my circumstances are:

1.**Financial position** - e.g. is x% reduction in income and has continued for x number of weeks - we are living solely off our savings which have depleted, and we will soon go into debt.

2. **Centrelink assistance** -  e.g. we have applied for Centrelink payment but…

3. **Tenancy history -**We have been good tenants for [duration] now. We have not missed a payment but we cannot afford the rent as it is.

We/I ask that given the circumstances, and the need for the whole community to work together in keeping the economy functioning as well as achieving public health objectives, that we be given a x% rent waiver.

This amount is based on the 30% of current household income, which is the universal standard for rental affordability.

We/I ask that you consider the following, and if agreeable, vary the terms of our agreement:

* The rent payable per week from [date] is reduced to [$x amount] for [insert number] weeks.

If you are agreeable, we can sign a NSW Fair Trading ‘Rent Variation Agreement due to COVID-19” attached to this letter and available here <https://www.fairtrading.nsw.gov.au/resource-library/publications/coronavirus-covid-19/property/moratorium#whatlandlords>

We/I are also aware that there is financial assistance available to landlords who agree to reduce their tenants’ rent. Please see over for details.

We/I really hope we can work together on this and we/I ask that you please consider this request and let us/me know by [date]. Also, we ask that you set your position out in writing to avoid any miscommunication or misunderstanding.

Yours sincerely,

[dated and signed by all rent paying members of the household]

Landlord assistance

The NSW Government is providing financial assistance to landlords who reduce their tenants’ rent. Details can be found on the website of NSW Fair Trading at <https://www.fairtrading.nsw.gov.au/resource-library/publications/coronavirus-covid-19/property/moratorium#landlord1>.  For example, if you pay land tax you can have that tax waived, or if you do not pay land tax then you can still receive up to $1,500 if you reduce our rent.