(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: NOTICE TO LEAVE FOR TENANCY AT (insert address of rental premises)**

[Tenant defined as COVID affected as per Regulations]

I/ we refer to your/ the lessor’s written notice to leave my/ our rental premises at (insert address of premises) issued to us/me on (insert date of issue). The handover date of the notice to leave is (insert handover date).

Under the new Residential Tenancy and Rooming Accommodation (COVID-19 Emergency Response) Regulations, I am/we are considered to be suffering excessive hardship due to the following: [delete which does not apply]

* you, or a person under your care, suffers from COVID-19;
* you are subject to a quarantine direction;
* your place of employment, trade or business is closed or restricted, because of a public health direction
* you are self-isolating because you live with, are the primary carer for, or are a vulnerable person;
* a restriction on travel, imposed under a public health direction or other law, prevents you from working or returning home;
* the COVID-19 emergency prevents you leaving or returning to Australia

AND

* I have suffered an income loss of 25% or more; OR
* The rent payable under my agreement is 30% or more of my income.

As I am considered to suffer/have suffered from excessive hardship under the Regulations, it is a contravention to issue me with a notice to leave without grounds, and the notice is of no effect until the end of the emergency period.

Please do not hesitate to contact me/us on (insert phone number) should you wish to discuss the matter further.

Yours faithfully,

(tenant/s to sign)

(insert tenant/s name)

(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: NOTICE TO LEAVE FOR TENANCY AT (insert address of rental premises)**

 [Tenant seeking to withdraw/postpone NTL but not defined as COVID affected as per Regulations]

I/ we refer to your/ the lessor’s written notice to leave my/ our rental premises at (insert address of premises) issued to us/me on (insert date of issue). The handover date of the notice to leave is (insert handover date).

Due to the emergence of the COVID-19 crisis, and the requirement to adhere to Queensland Public Health Directions, we have been unable to find alternate accommodation/are concerned about the health of my/our family during a move, and I/we ask that you/the lessor agree to withdraw the notice to leave/postpone the handover date for [number of] weeks. At that stage, depending on how the crisis evolves, both parties may re-evaluate the situation.

Furthermore, entry to prospective tenants in our premises will be restricted in order to observe government social distancing requirements, to ensure the ongoing health and safety of all parties during the COVID-19 pandemic.

The impact of the public health crisis will be severe and will affect us all. I /we hope you understand the difficult situation we are all in and support this request during this unprecedented time. I/we are hopeful the crisis will pass soon.

Please do not hesitate to contact me/us on (insert phone number) should you wish to discuss the matter further.

Yours faithfully,

(tenant/s to sign)

(insert tenant/s name/s)