(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: Tenancy at (insert address of rental property)**

**[Tenant defined as COVID affected as per the Regulations]**

Due to the emergence of the COVID-19 virus, I/we have recently lost employment and my total income/the total income of all tenants on the agreement has reduced by 25 percent or more [OR the rent now payable is more than 30 percent of my/the total income.] As a result, I/we request that the you/the lessor consider significantly reducing the rent for a period of time/ or waive rent payments/ to enable me/us to sustain our tenancy during the COVID-19 period.

Furthermore, I/we understand that I am/we are considered to be suffering excessive hardship under the *Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulations*, as the following also applies to me/us: [delete whichever does not apply]

* I, or a person under my care, suffers from COVID-19;
* I am, have been subject to a quarantine direction;
* My place of employment, trade or business is closed or restricted, because of a public health direction
* I am/have been self-isolating because I live with, are the primary carer for, or am a vulnerable person;
* There is a restriction on travel, imposed under a public health direction or other law, prevents me from working or returning home;
* the COVID-19 emergency has prevented me leaving or returning to Australia

We/I are therefore seeking to have the rent waived in full /reduced to $[amount] from [date] for a period of [x weeks] at which time our situation can be re-assessed. Please find attached a separation certification/letter from employer/Centrelink statement/medical certificate outlining my/our change in financial circumstances.

If an arrangement to vary the rent cannot be made, we will apply to the Residential Tenancies Authority to request dispute resolution.

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

Yours faithfully,

(insert tenant’s name)

(tenant to sign)

(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: Tenancy at (insert address of rental property)**

**[Tenant not defined as COVID affected as per the Regulations]**

Due to the emergence of the COVID-19 virus, I/we have recently lost employment/lost income due to the closure of my workplace. I/we request that the lessor consider significantly reducing the rent for a period of time/ or waive rent payments/ to enable me/us to sustain our tenancy during the COVID-19 period. A decision to waive/ reduce our rent may be in the lessor’s interest given the high vacancy rates due to the current crisis.

We are/I am therefore seeking to have the rent waived in full / reduced to $[amount] from [date] for a period of [x weeks] at which time our situation can be re-assessed.

The impact of the public health crisis will be deep and severe and will affect us all. I hope you understand the difficult situation I/we are in and support this request as I/we wish to remain a tenant and we are hopeful the crisis will pass soon.

If an arrangement to waive/ reduce the rent cannot be made, we may have no other option but to apply to the Queensland Civil and Administrative Tribunal to terminate the tenancy on grounds of excessive hardship.

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

Yours faithfully,

(tenant to sign)

(insert tenant’s name)