

INSTRUCTIONS

TO BE INSERTED ON AGENCY'S LETTERHEAD

This correspondence may be sent to contractors and/or tradespeople where an *Entry Notice (Form 9)* has been previously served to a tenant and the real estate principal is seeking to determine potential coronavirus risk attached to the individual who will be attending the rental premises. We recommend sending it to the relevant contractor at least 48 hours prior to the entry (where possible) to enable a response to be sought prior to contractors and/or tradespeople being permitted.

Note to agency: If the addressee responds 'yes' to any of the below, it is advisable to select an alternative person to complete the entry.

Dear

Address of the premises ("Rental Premises"):

STREET: _____
SUBURB: _____ STATE: _____ POSTCODE: _____

We are writing to confirm that you will be attending the Rental Premises on ____/____/____ in order to _____ ("Entry")

As the COVID-19 situation continues to evolve, it is important that we take all reasonable precautions to maintain the health and safety of tenants and occupants, staff, tradespeople and any other persons visiting the premises in connection with the tenancy.

To minimise the risk of coronavirus spread to the tenant/s and their occupants, could you please advise if you:

- are subject to a quarantine direction (for example you arrived in Queensland and are required to self-quarantine for 14 days in compliance with a public health direction); or
- have developed COVID-19; or
- have been in close contact with a confirmed COVID-19 case in the past 14 days and have developed respiratory illness with or without fever; or
- have symptoms of COVID-19 including fever, sore throat, cough, fatigue or difficulty breathing.

If you answered 'yes' to any of the above items, could you please notify us as a matter of urgency prior to the entry by telephoning/emailing us on: Phone: _____ Email: _____

Other Requirements

If the tenant or another occupant is present at Entry, we kindly ask that you:

- keep a distance of 1.5 metres between yourself and that person or persons whenever possible; and,
- refrain from making physical contact such as shaking hands with that person/persons.

Please also provide a copy of the relevant work safety statement for our review prior to entry.

Your cooperation is appreciated.

Yours faithfully,

