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

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

The Lessee is submitting a proposal to the Lessor in relation to the rent because the Business is suffering financial hardship, as defined in the National Cabinet Mandatory Code of Conduct (“the Code”), as a direct result of the impact and commercial disruption caused by the COVID-19 pandemic.

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| --- | --- |
| Tenant(s) business name(s):  Details:  eg ABC Pty Ltd trading as | “The Business” |
| Address of leased property: |  |

**Proposal**

|  |  |
| --- | --- |
| Existing agreed rent (per week): |  |
| Date of last rent paid: |  |
| Amount of last rent paid: |  |
| Arrears breakdown:  Details of when the arrears arose. |  |
| Rent proposal to landlord: | Waivers:  (a) amount  (b) proposed start date  (c) proposed end date  Deferrals:  (a) amount  (b) proposed start date  (c) proposed end date  Payment of Deferrals:  To commence:  To finish:  Extension of Lease:  (if relevant) |
|  |  |
|  |  |

**Background to proposal**

|  |  |
| --- | --- |
| Nature of the business that is being undertaken at the premises and the subject of the lease.  Details: |  |
| Does the Business also conduct the business from any other premises?  Details: | Yes ☐ No ☐ |
| Is the Business part of a group? | Yes ☐ No ☐ |
| Does the Business have a parent company?  Details | Yes ☐ No ☐ |
| Is the Business or any parent company listed on a stock exchange eg Australian Stock Exchange?  Details? | Yes ☐ No ☐ |
| Is the Business still trading? | Yes ☐ No ☐ |
| Has the Business’s turnover decreased?  Details:  Turnover prior to the COVID-19 pandemic:  Turnover current:  Turnover compared to previous 12 months  Has business profitability been affected? | Yes ☐ No ☐  Yes ☐ No ☐ |
| Has the Business lodged an application for the Australian Government’s JobKeeper programme?  Details: | Yes ☐ No ☐ |
| Has that application been accepted? | Yes ☐ No ☐ |
| Has that application been rejected?  Details: | Yes ☐ No ☐ |
| Has the Business recently obtained any financial management advice from a suitably qualified person?  Details: | Yes ☐ No ☐ |
| Has the Business developed a business plan or future cash plans to deal with the COVID-19 pandemic with specific regard to its turnover, expenses, and profitability. | Yes ☐ No ☐ |
| Details of any insurance policy (such as an income protection or business continuation policy) which may respond in the circumstances?  Details: | Yes ☐ No ☐ |
|  |  |

|  |
| --- |
| Other information of which the landlord should be made aware by you. |

So that the Business’s proposal can be properly considered by the lessor, it is recommended that the Business **attach sufficient and accurate** supporting documentary evidence to achieve outcomes consistent with the Code.

By way of example this may include, for example relevant financial records, budgets, business plans, and relevant reports.

**Confidentiality and Privacy:**

This proposal will treated confidentially by the lessor’s real estate agent, lessor and their advisers.  
  
By providing this information and documentation, the Business acknowledge and authorise that this material may be passed on to third parties, including, but not limited to, the lessor 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, the Business also acknowledges that any decision in relation to the rent arrangement lies solely with the lessor and not with the lessor’s real estate agent or property manager.

Any agreement between the lessor and the lessee would remain in place for the agreed time or until such time as the financial circumstances of the Business change or subjected to any legislation relevant to the COVID-19 epidemic.

Any negotiations and subsequent enacting temporary arrangements by the lessor is conditional upon the information provided by the Business being true and correct.

If the financial circumstances of the Business change, the Lessee 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: