

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.

Where [] appear, please note the instruction and insert the relevant information.

[insert on agency letterhead]

Dear **[insert contractors and/or tradespeople name]**,

Re: **[Insert address of rental property]** (“Rental Premises”)

We are writing to confirm that you will be attending the Rental Premises on **[insert date]** in order to **[state the purpose of entry – for example, to repair leaking taps]**. (“Entry”)

Due to the coronavirus (COVID-19) outbreak, it is important that we take all reasonable precautions to maintain the health and safety of our tenants and occupants, staff, tradespeople and any other persons visiting the property 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 have the following symptoms of coronavirus:

- fever;
- sore throat;
- cough;
- fatigue; or,
- difficulty breathing.

In addition, please let us know if you:

- have developed coronavirus (COVID-19);
- have returned from overseas in the past 14 days and have developed respiratory illness with or without fever;
- have been in close contact with a confirmed coronavirus (COVID-19) case in the past 14 days and have developed respiratory illness with or without fever;
- have severe community-acquired pneumonia and there is no clear cause; or,
- are a healthcare worker who works directly with patients and have a respiratory illness and a fever.

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: **[insert phone number or email as applicable]**.

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,

[Insert name]

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