Dear [INSERT LANDLORD’S NAME]

I am writing to you about my lease at [INSERT ADDRESS].

The purpose of this [email/letter] is to formally request rent relief from you under the [Commercial Tenancy Relief Scheme (the Scheme)](https://www.vsbc.vic.gov.au/your-rights-and-responsibilities/retail-tenants-and-landlords/).

The Scheme was introduced by the Victorian Government to relieve financial hardship faced by commercial tenants and landlords as a result of coronavirus (COVID-19).

[Regulations for the Scheme](https://content.legislation.vic.gov.au/sites/default/files/2020-09/20-31sra002%20authorised.pdf) have been made under the [*COVID-19 Commercial and Residential Tenancies Legislation Amendment (Extension) Act 2020*](https://www.legislation.vic.gov.au/as-made/acts/covid-19-commercial-and-residential-tenancies-legislation-amendment-extension-act-2020).

On the Victorian Small Business Commission’s (VSBC) website, you will find information about [your rights and obligations and the process for tenants and landlords under the Scheme](https://www.vsbc.vic.gov.au/your-rights-and-responsibilities/retail-tenants-and-landlords/process-for-commercial-tenants-and-landlords/) and related [responses to frequently asked questions](https://www.vsbc.vic.gov.au/fact-sheets-and-resources/faqs/).

As required under the regulations, I confirm that:

* my lease is an eligible lease
* the lease is not excluded from the legislation for the Scheme
* [INSERT BUSINESS NAME] is an SME entity with a turnover under $50m and
* [INSERT BUSINESS NAME] qualifies for and is taking part in the JobKeeper scheme – information showing this is **attached** (see below).

The Scheme requires a landlord to offer their eligible tenant rent relief in proportion to the tenant’s decline in turnover. I have demonstrated that my business has experienced a [X] per cent decline in turnover for [the quarter ending 30 September 2020 compared to the quarter ending 30 September 2019 – N.B. TENANTS CAN REFER TO [RESPONSES TO FREQUENTLY ASKED QUESTIONS](https://www.vsbc.vic.gov.au/fact-sheets-and-resources/faqs/) ABOUT THE SCHEME, Q. 35 FOR MORE INFORMATION].

**I have attached the following documents:**

1. **My Business Registration for JobKeeper Wage Subsidy receipt number issued by the ATO**
2. **A copy of my most recent notice to the ATO under the JobKeeper Rules**
3. **Evidence of my reduction in turnover [INSERT AND ATTACH ONE OF THE FOLLOWING,** [**AS REQUIRED UNDER THE REGULATIONS**](https://www.vsbc.vic.gov.au/responding-to-coronavirus-covid-19/commercial-including-retail-tenants-and-landlords/process-for-commercial-tenants-and-landlords/#section1)**:**
	1. **Extracts from my accounting records OR**
	2. **My business activity statement(s) that relate to the relevant turnover test period OR**
	3. **Statements issued by an authorised deposit-taking institution that relate to my account OR**
	4. **A statement prepared by a practicing accountant]**

I am requesting a [X] per cent reduction in my rent between [INSERT DATE OF THIS LETTER] and [INSERT DATE], taking into consideration that the Scheme has been extended to 31 December 2020. I calculate that this amounts to a reduction of $[X] per month, bringing the amount of rent paid each month to $[X]. I request that [X] of this relief be applied as a rent waiver and [X] as a rent deferral.

I request that you please reply to this [email/letter] with a suitable offer as soon as possible but no later than 14 days from the date you receive this [email/letter], as required by the regulations for the Scheme.

Thank you for considering my request for rent relief.

[INSERT TENANT’S NAME]

[INSERT DATE] / /