**Date: [insert date]**

Dear **[insert name of tenant],**

I acknowledge your request for rent relief. I accept your request and agree to the relief outlined below:

|  |  |
| --- | --- |
| **Tenant name** (use complete legal name including trading name if applicable) | **[tenant name]** |
| **Tenant ABN** (Australian Business Number) | **[tenant ABN]** |
| **Tenant contact details** | **[tenant address, phone number and email address]** |
| **Property address** | **[leased premises address]** |
| **Landlord name**  (use complete legal name) | **[use this format if property held in trust:** ***Shady Tree Pty Ltd as trustee for the Garden Family Trust*]** |
| **Start date of rent relief** | **[start date]** |
| **End date of rent relief** | **[end date]** |
| **Number of days covered by your 2022 CTRS arrangement** | **[number of days]** |
| **Before making the CTRS agreement, I/the landlord received this amount of rent per month** | **[$ monthly rent before rent relief (incl GST)]** |
| **Now I have agreed to the CTRS agreement, I/the landlord will receive this amount of rent per month** | **[amount of rent I/the landlord will receive per month]** |
| **I/the landlord have waived (the tenant will never pay) this amount of rent per month (must be a 50% minimum of the total rent relief inclusive of GST)** | **[$ monthly rent waived (incl GST)]** |
| **I/the landlord have deferred (the tenant will pay later) this amount of rent per month** | **[$ total rent relief per month (incl GST)]** |
| **The amount of rent waived during the eligible 2022 CTRS period** |  |
| **The amount of rent deferred during the eligible 2022 CTRS period** |  |
| **Total amount of monthly rent relief (deferred and waived) provided per month** | **[$ total monthly rent relief (incl GST)]** |

I confirm this rent relief complies with the Victorian Government’s Commercial Tenancy Relief Scheme in operation from 16 January 2022 to 15 March 2022.

I note that you arean eligible commercial tenant with an annual turnover of less than $10 million in the 2020–21 financial year who experienced at least a 30 per cent decline in turnover due to COVID-19 over the relevant comparison period.

For more information on the Commercial Tenancy Relief Scheme, see the [Victorian Small Business Commission’s frequently asked questions](https://www.vsbc.vic.gov.au/fact-sheets-and-resources/faqs/#commercial-tenancy-relief-scheme-2021-faqs) or call 13 87 22.

Yours sincerely,

**[Add Landlord signature]**

**[Name of authorised signatory on behalf of Landlord (if Landlord is not an individual)]**

**[Insert Landlord name]**