

SAMPLE COMMUNICATION

To: The Managing Agent,

=Today()

LEASEE NAME

LEASED ADDRESS

RE: Significant impact to business due to coronavirus (COVID-19)

As you would be aware, we have been a tenant for ____ years and have enjoyed a positive relationship with yourself and the landlord.

Unfortunately, due to the current enforced restrictions prescribed by the government our business has experienced a significant downturn in trade. To ensure we are in a capacity to trade through these extraordinary and temporary times, maintaining cash reserves has become a priority.

We understand that both Federal and State Governments are working on mechanisms to assist in alleviating the rental stress for all parties – tenants, landlords, investors and financiers – however, we wanted to flag these concerns to you, with urgency.

Until such time that the government has put any formal measures in place, can we suggest:

- Delaying this month's rental payment until further government's announcement /OR
- Reducing monthly rental payments to 50% for a period of ___ months /OR
- Suspending rental payments for a period of 3 months, however outgoings will continued to be paid in good faith.

We value the relationship we have established and trust a mutually acceptable temporary solution can be agreed upon by all parties.

Kind Regards

LEASEE NAME



1. KNOW THE MARKET



2. ASSESS YOUR SPACE REQUIREMENTS



3. COMPARE YOUR LEASE



4. BUILD A STRATEGY