



Email to:
rentals.qbn@ljhooker.com.au

Commercial Rental Impact Form

Tenants that have been impacted by COVID-19 with a **minimum of 30% downturn in trade** and have a turnover of less than \$50 million can seek to negotiate the monthly rent amount in line with the Code of Conduct for Commercial Leasing. Documentation supporting your request showing income decrease will be required to be provided along with this completed form.

Tenancy details:

Property: _____

Name: _____

Phone: _____ Email: _____

Tenant Notification of Hardship →

Type of business: _____

Have you been forced to close your business for trade? _____

If so, from what date: _____

If still open for trade, has your income been reduced by at least 30% ? Yes / No

What was your monthly income prior to the COVID-19 impact? \$ _____

What is your monthly income now due to the COVID-19 impact? \$ _____

What is the estimated reduction in trade for your business as a % ? _____

50% of the reduction amount must be waived in accordance with the Code. The balance amount can either be paid or deferred until the pandemic has ended.
For example: A 30% reduction in income for a \$1,000 per month rent amount would equate to a reduction of \$300 per month with \$150 waived and \$150 per month able to be deferred.

Please indicate your request to be submitted to your landlord:

☐ My current rent is \$ _____ and I request a rent reduction of _____% per month.
Proposed new rental payment amount is \$ _____ per month to commence from ____ / ____ / ____.

☐ I am unable to make any payments until ____ / ____ / ____ and propose a repayment plan of
\$ _____ per month to commence from ____ / ____ / ____ to pay off the deferred rent.

☐ I need to break my lease and will be returning the keys and vacant possession from ____ / ____ / ____.

☐ Other (please specify) _____