

Who is eligible for assistance?

- Support is available to households that can show they are financially disadvantaged by COVID-19.
- If your household is not impacted by the coronavirus outbreak, you must continue to pay your rent and any charges in full.
- This form can be used to promote open and honest rental negotiations in good faith where tenants and landlords must attempt to negotiate an agreement FIRST. All fields of this form must be completed with evidence supplied to either party to ensure negotiation in good faith.
- Fair Trading will NOT intervene if there has been no impact to your household as a result of COVID-19.

Applicant Information

Name: _____ Tenant

_____ Landlord

_____ Agent

Address: _____

Agency: _____

Phone number: _____

Email address: _____

Rental distress test

To be eligible for the eviction moratorium, the applicant will need to prove that ONE or MORE rent paying members of the household:

- | | YES | NO |
|--|--------------------------|--------------------------|
| • have lost their job, income or work hours due to COVID-19 business closures or standowns, or | <input type="checkbox"/> | <input type="checkbox"/> |
| • had to stop work or substantially reduce work hours due to illness with COVID-19 or due to COVID-19 carer responsibilities for the household or family members | <input type="checkbox"/> | <input type="checkbox"/> |
| AND | | |
| • this has resulted in a reduction in the total weekly household income (including government assistance) of at least 25%. | <input type="checkbox"/> | <input type="checkbox"/> |
- If you have answered NO to this part, you are not eligible and must honour your existing rental agreement.**

Evidence

Copies of your evidence must be submitted with your application. This is required to ensure either party is open and honest about the current financial position due to COVID-19. If your evidence is not attached to this application your matter may not progress.

- | I have attached: | YES | NO |
|--|--------------------------|--------------------------|
| • Proof of job termination/stand-down, or loss of work hours | <input type="checkbox"/> | <input type="checkbox"/> |
| • Proof of Government income support | <input type="checkbox"/> | <input type="checkbox"/> |
| • Proof of prior income | <input type="checkbox"/> | <input type="checkbox"/> |

- Other relevant evidence to show the reduction in income

Respondent

Name: _____

Tenant

Landlord

Agent

Address: _____

Agency: _____

Phone number: _____

Email address: _____

Summary of your complaint

- **Tenants** – include reasons for why you require a rental adjustment, including your ability to pay and what debts you may be facing.
- **Landlords** – include reasons for why your tenant needs to pay some rent, including impacts on your financial position

Desired outcome

- **Tenants** – you are required to have an idea of how much rent they are able to pay. Paying no rent at all without an attempt to negotiate can result in a termination and eviction after the moratorium period including substantial debt.
- **Landlords** – you are required to work with the tenant and decide if they are waiving the rent OR will enter in an arrangement for the rent to be paid back over time.

Next Steps

- There are sample letters available on the Fair Trading website to help [tenants](#) and [landlords](#) negotiate
 - This form should be completed and provided to the respondent, requesting a reasonable response to the request
 - If negotiations fail, NSW Fair Trading can provide assistance to either party
 - Negotiations in good faith MUST have occurred prior to Fair Trading intervention
 - A copy of this form will be required with all supporting evidence
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