**CORONAVIRUS LEASE NEGOTIATION DOCUMENT**

**LANDLORD: [INSERT]**

**TENANT: [INSERT]**

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| **INITIAL OFFER – SUBMITTED BY TENANT/LANDLORD (delete not applicable)** | **ACCEPTANCE OR COUNTER OFFER – SUBMITTED BY TENANT/LANDLORD (delete not applicable)** | **ACCEPTANCE OR COUNTER OFFER – SUBMITTED BY TENANT/LANDLORD (delete not applicable)** |
| **To be provided by Landlord (delete those n/a):**  |  |  |
| **Rent Free Period** – [**INSERT**] months, commencing on [**INSERT DATE**]**Outgoings Free Period** – [**INSERT**] months, commencing on [**INSERT DATE**]**Reduced Rent Period** – reduction of rent to $[**INSERT**], for [**INSERT**] months, commencing on [**INSERT DATE**]**Reduced Outgoings Period** – reduction of rent to $[**INSERT**], for [**INSERT**] months, commencing on [**INSERT DATE**]**Delayed payment of Rent and/or Outgoings** – eg. any rent due for the next period is added onto Rent and Outgoings for the balance of the lease term – Rent/Outgoings for the next [**INSERT**] months to be amortized (eg. spread out) over the balance of the lease term from [**INSERT DATE**] **Other** – [**SPECIFY DETAILS**] | **Rent Free Period** – **AGREED OR** [**INSERT**] months, commencing on [**INSERT DATE**]**Outgoings Free Period** – **AGREED OR** [**INSERT**] months, commencing on [**INSERT DATE**]**Reduced Rent Period** – **AGREED OR** reduction of rent to $[**INSERT**], for [**INSERT**] months, commencing on [**INSERT DATE**]**Reduced Outgoings Period** – **AGREED OR** reduction of rent to $[**INSERT**], for [**INSERT**] months, commencing on [**INSERT DATE**]**Delayed payment of Rent and/or Outgoings** – eg. any rent due for the next period is added onto Rent and Outgoings for the balance of the lease term – **AGREED OR** Rent/Outgoings for the next [**INSERT**] months to be amortized (eg. spread out) over the balance of the lease term from [**INSERT DATE**] **Other** – **AGREED OR** [**SPECIFY DETAILS**] | **Rent Free Period** – **AGREED OR** [**INSERT**] months, commencing on [**INSERT DATE**]**Outgoings Free Period** – **AGREED OR** [**INSERT**] months, commencing on [**INSERT DATE**]**Reduced Rent Period** – **AGREED OR** reduction of rent to $[**INSERT**], for [**INSERT**] months, commencing on [**INSERT DATE**]**Reduced Outgoings Period** – **AGREED OR** reduction of rent to $[**INSERT**], for [**INSERT**] months, commencing on [**INSERT DATE**]**Delayed payment of Rent and/or Outgoings** – eg. any rent due for the next period is added onto Rent and Outgoings for the balance of the lease term – **AGREED OR** Rent/Outgoings for the next [**INSERT**] months to be amortized (eg. spread out) over the balance of the lease term from [**INSERT DATE**] **Other** – **AGREED OR** [**SPECIFY DETAILS**] |
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| **Reasons/supporting evidence for offer:** | **Reasons/supporting evidence for counter-offer** | **Reasons/supporting evidence for counter-offer** |
| *Include reasons why you are seeking the proposed option as outlined above, with reference to the current and anticipated impact of the pandemic on your business. Refer to our ‘Considerations Regarding Lease Obligations During Covid-19’ for more guidance* | *Include reasons why you have rejected any part of the other party’s initial and the reasons for your counter-offer. Refer to our ‘Considerations Regarding Lease Obligations During Covid-19’ for more guidance* | *Include reasons why you have rejected any part of the other party’s initial and the reasons for your counter-offer. Refer to our ‘Considerations Regarding Lease Obligations During Covid-19’ for more guidance* |

**\*\*If agreement is not reached within three offers/counter-offers, please continue on next page..**

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