

## Covid-19 Variation of Lease Deed- Checklist

<b>Landlord/s Name and addresses</b>	
<b>Tenant/s Name and addresses</b>	
<b>Guarantor/s Name and addresses</b>	
<b>Premises address</b>	
<b>Date of Lease</b>	
<b>Current Monthly Rent</b>	\$ plus GST
<b>Monthly Rent Reduction Amount (being the total of Rent Waiver and Rent Deferral)</b>  <b>What is a rent waiver?</b> This is where the tenant is not required to pay a portion of rent ever.  <b>What is a rent deferral?</b> This is where the tenant is not required to pay a portion of rent now, but will have to pay the amount at a later time.	\$ plus GST
% of the Rent Reduction Amount which is to be Rent Waiver	%
% of the Rent Reduction Amount which is to be Rent Deferral	%
<b>Temporary COVID-19 Monthly Rent (the amount the Tenant needs to pay each month whilst there is rent relief) This is the current monthly rent less the Rent Waiver amount</b>	\$ plus GST
<b>Date the Rent Relief is to start</b>	

<b>Date the Rent Relief is to end (i.e. 26 September 2020 or a later date)</b>	
<b>Rent Deferral Payment Period (how many months after Rent Relief is to end that the Tenant has to pay the amount of Rent Deferred) in months</b>	Months
<b>Is there Outgoings waived as well?</b>  <i>(n.b the deed only allows a total waiver of outgoings as defined in the Lease or no waiver. There is no scope to pick and choose the type of outgoings to be waived or for outgoings to be deferred)</i>	Yes/No
If Yes, % of Outgoings to be waived	%
If Yes, date Outgoings waiver starts	
If Yes, date Outgoings Waiver ends	
<b>Who is paying for costs of the Deed?</b>	Option 1- Tenant to pay the costs of the Deed  Option 2- Tenant and Landlord to pay 50% each of the costs of the Deed  Option 3- Each party bear their own costs
<b>Is Lease term to be extended?</b>	Yes/No
If Yes, new expiry date of lease	

To purchase and obtain your fixed price COVID-19 Variation of Lease Deed 24 hours a day 7 days a week visit [www.tlfc.com.au/documents247](http://www.tlfc.com.au/documents247). You can also obtain other online legal documents such as company and individual power of attorneys, medical treatment decision makers and confidentiality agreements.

If you need:

- legal advice;
- recommendations on how to negotiate with the other party to maximise your position whilst complying with the COVID-19 Omnibus (Emergency Measures) (Commercial Leases and Licences) Regulations 2020;
- a more complicated deed of variation of lease than is available at [www.tlfc.com.au/documents247](http://www.tlfc.com.au/documents247);
- assistance in negotiation of a variation of lease;

Please contact Phillip Leaman on 03 8600 9333 or by email: [pleaman@tlfc.com.au](mailto:pleaman@tlfc.com.au) for a fee estimate.