

## Tenant Financial Hardship Application

Protecting your privacy and respecting your rights: This information is being requested to assist us in commencing the process of your rental relief application. As we await the announcement of a 'Rent Relief Package' from the Government, we ask you to complete the below and provide accompanying documentation so that all details are on hand upon discussion with the owner of your property.

Please be aware that often owners will need to make investigations with third parties such as banks, mortgage brokers, insurance agents, which may take time. This first stage process has been set to reduce any possible stress, this application form will be confidentially kept on file pending the government's announcement.

### TENANCY DETAILS

*(If there are more than two main lease holders, please use a second form and submit these forms together)*

Tenant name/s \_\_\_\_\_

Address \_\_\_\_\_

### LIVING / FAMILY INFORMATION

Number of adults in the household \_\_\_\_\_ Number of dependents \_\_\_\_\_

How many household members have been affected by the financial hardship? \_\_\_\_\_

How many household members have been unaffected by the financial hardship? \_\_\_\_\_

### CURRENT HOUSEHOLD INCOME

Name \_\_\_\_\_ Company \_\_\_\_\_

Role \_\_\_\_\_ Income \$ \_\_\_\_\_

I have attached a copy of my 3 most recent payslips

I am on Centrelink benefits

I have attached a copy of my bank statement

Centrelink statement attached

Name \_\_\_\_\_ Company \_\_\_\_\_

Role \_\_\_\_\_ Income \$ \_\_\_\_\_

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### FINANCIAL REQUEST

Rental payment plan

Rental reduction

Pay \$ \_\_\_\_\_ per \_\_\_\_\_

Current rent \$ \_\_\_\_\_

Difference in rent total \_\_\_\_\_

Proposed reduced rent \$ \_\_\_\_\_

Pay difference back by \_\_\_\_\_

Period of reduction \_\_\_\_\_

Paying an extra \$ \_\_\_\_\_ per \_\_\_\_\_

Pay difference back by \_\_\_\_\_

For a period of \_\_\_\_\_ (weeks / months)

P 9822 9999 F 9824 4897

**Armadale**  
1111 High Street  
Armadale 3143

**Albert Park**  
101 Dundas Place  
Albert Park 3206

**Balwyn**  
270 Whitehorse Road  
Balwyn 3103

**Brighton**  
225 Bay Street  
Brighton 3186

**Hawthorn**  
801 Glenferrie Road  
Hawthorn 3122

WORKING SITUATION

**Employment has been terminated**

Last day of employment \_\_\_\_\_ Role and company \_\_\_\_\_

I have attached a Letter of Separation

from employer

I have attached copies of 3 most recent pay slips  I have attached a copy of my bank statement/s

I have applied for Centrelink benefits including Rent Assistance Application Number \_\_\_\_\_

Expected start date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Rate of pay \$ \_\_\_\_\_

I have/intend on applying for early access to Superannuation

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**I am in forced isolation due to** \_\_\_\_\_

First date of isolation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expected last day of isolation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I will be returning to work on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I have attached copies of 3 most recent pay slips  I have attached a copy of my bank statement/s

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**I have had my hours or income significantly reduced** \_\_\_\_\_

I have attached confirmation letter from my employer OR  I am ineligible for Centrelink benefits

Application Number \_\_\_\_\_

Expected start date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Rate of pay \$ \_\_\_\_\_

I have/intend on applying for early access to Superannuation

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**I am a Business Owner and have had my income significantly reduced**

I have attached a copy of my business bank statement

I have attached a copy of my personal bank statement

I have attached a copy of my ABN

I have attached a copy of my last company tax return

I have applied for Centrelink benefits including Rent Assistance

I have/intend on applying for early access to Superannuation

Nature of Business \_\_\_\_\_ Business Name \_\_\_\_\_

Accountant name and contact details \_\_\_\_\_

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Expected for business to run commence trading once crisis has subsided \_\_\_\_\_ (yes / no)

DISCLOSURE

I/We confirm that we are in true financial hardship. I/we have exhausted all options for financial aid and make a declaration that my/our financial position has been adequately portrayed within this application.

I/We understand that until such a time that a financial request is negotiated and/or agreed upon, that the rent will remain the same as current, and standard procedures will apply for collection of rent.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Print Name \_\_\_\_\_

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