**Covid-19 Payment Plan**

[insert name of your residential tenant]  
[insert tenant’s address]

Property: [insert address of tenanted property]

This correspondence forms a record of an agreement between [name of landlord] the landlord and [insert tenant’s name] the tenant.

The tenant confirms that they have reduced ability to make rental payments due to the following circumstances [insert brief description of situation].

The landlord agrees to accept a temporarily reduced monthly payment of [insert amount] for [insert number] of months or until a new arrangement is reached.

This arrangement will be reviewed again no later than [insert date].

The tenant remains liable to pay the full monthly rent of [insert current rental amount] as set out in the tenancy agreement.

The tenant commits to notifying the landlord as soon as their circumstances change.

Once the agreed period of reduction comes to an end the landlord will confirm the amount of rent in arrears and this will be repaid in equally divided sums over the course of the next [insert number] of months on the same day the regular rent is due.

Any rent arrears becomes immediately due should the tenant give notice to the landlord that they intend to end their tenancy. If the tenant vacates the property without having paid the rent arrears in full this tenant agrees that the sums will be deducted from any deposits held.

All other terms of the original tenancy agreement remain in effect.

Please sign the acknowledgment below to confirm your agreement and continued tenancy of the property under the revised rent conditions.

We appreciate your cooperation.

Yours Sincerely

[signature block with date]

[name of landlord]

Please Sign Here:

[signature block, with date]

[insert tenant’s name]