



**YOUR
LEASING
CO.**

Dear AHC Members,

We totally appreciate how difficult this lockdown period is for all businesses and hope that we will all be back to business as usual soon, but in the meantime, we are here to help!

We are available to assist with communicating with your Landlord, either now or at the end of the lockdown, when rent relief arrangements will need to be negotiated.

Please feel free to give us a call anytime if you want to chat about how we can help.

In the meantime, here is a sample email that we recommend you send to your Landlord as soon as possible.

“Dear Landlord,

As you know we are currently closed due to the state government enforced lockdown and we don’t anticipate reopening until at least Monday, 30 August, if not later than that. We will follow the lead of the Premier on that one!

As a result of being closed, the income of our business has reduced to nil. This may have an impact on our ability to pay the full rent, so we wanted to touch base with you early to keep you informed and keep the lines of communication open.

We sincerely appreciate the assistance you gave us last year, when COVID19 first came to our shores and appreciate that none of this is your fault either, but we are hoping that we will be able to work together again, to reach a mutually satisfactory arrangement in relation to the rent on our tenancy.

*Thanks and regards
XXXX”*

Remember, we are here to help, so please don’t hesitate to pick up the phone and give us a call on 1300 356 702 or my mobile 0419 001 093.

Thanks and regards

Kelly Cunningham
Managing Director and Co-Founder

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