

Do you need rent deferral during this challenging time? It's important to act as soon as possible. To help, we've prepared some key recommendations as well as a deferral agreement template for your use.

## **RECOMMENDATIONS**

- Contact your landlord *before* the period for which you're requesting deferment.
- During the conversation, make your request clear, including:
  - ⇒ Timeline for deferred rent due
  - ⇒ Timeline to pay back deferred rent
- Once you and the landlord agree to terms, update the attached deferral-agreement template, provide to the landlord, and ensure that all parties sign it.
- Keep a copy of the signed agreement for your records.

Have questions? Don't delay. Please reach out to us today. [Audigy.com/contact](https://audigy.com/contact)

## RENT-DEFERRAL AGREEMENT TEMPLATE

Dear Mr. Smith,

Month X, 2020

Thank you for your time today. As we discussed, with the global COVID-19 crisis significantly impacting business operations — including affecting our ability to generate any meaningful revenue — we propose the following:

- Defer the May, June, and July 2020 rents
- Double the rent payments for the final three months of 2020 to make you whole by year's end

As the situation rapidly changes without a clear time horizon, this proposal may need to be modified in the future, particularly as we learn what assistance becomes available from local, state, and federal governments. If we are able to pay the rent due sooner, we will do so.

To document your approval of the proposed deferred-rent plan, please sign and date this agreement and return a copy to me for our records.

Thank you again. We deeply appreciate your understanding and help during these trying times.

With gratitude,

Your Name

\_\_\_\_\_  
Tenant (Business Owner)

\_\_\_\_\_  
Date

I acknowledge that we have discussed and have agreed upon the above plan for deferred rent.

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date