**Warwick SU Template Letter – to send to your Landlord/PBSA/Letting Agent**

**Please note**: Writing this letter should allow you to begin a conversation with those managing your property about negotiating an option that works best for all amidst the concerns arising from Covid-19 and your rental agreements. **Sending this letter does not immediately relieve you of the obligation to comply with your existing contractual agreement**.

**Sole Tenants:**

* Read our FAQs here before sending this letter so you are as well-informed as possible.
* Think about your personal circumstances and take a moment to evaluate what would be **best** for you, taking all external factors into account.

**Shared Tenants:**

* Before doing anything else **begin a conversation with your housemates** about what is the best plan of action and what is best for you all. Please, be mindful of the different circumstances that you may be in and work to decide on a solution that works best for you all. Do not send anything on behalf of others prior to having this conversation.
* Read our FAQs here before sending this letter so you are all as well-informed as possible.

 **How to use this template:**

* Address your Landlord or property manager by name, or insert the name of the letting agent or Purpose Built Student Accommodation (e.g.: Code).
* Please replace everything in orange with the relevant information or remove the option that will not be used (e.g.: choose 1 out of option a-d and remove the rest, this will also make it look less like a template!).
* Please delete this section before sending.
* Keep a copy of the final version that you send for your own reference.

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 **1st January 2000**

**Dear \_\_\_\_\_\_\_\_\_\_\_,**

I am/We are your tenant(s) at *[Address].* We hope you and those around you are well in these challenging times! The situation is constantly changing and the developments of the effects of COVID-19, both direct and indirect, are really concerning. As students, we are particularly aware of the implications for individuals and businesses and the Covid-19 outbreak has caused particular financial vulnerabilities for us. We work in (e.g. retail/service industry) and rely on this income for our rent payments. Many of us have lost jobs/moved home due to cancellation of face-to-face teaching where there is no work, and now do not have that income.

*[add some more details here about your situation, make it as personal as you feel comfortable to!]*

For these reasons, we kindly request a [include **one** of the options below]

1. suspension of payments until the situation improves
2. request a reduction in rent until the situation improves (e.g. half rent)
3. no-penalty contract release as we’ve moved home
4. delay of rent until student loan comes in.

We’re happy to talk about this and discuss options.

Many renters across the country are in a very similar situation. As you may be aware, the government has announced schemes for businesses and property owners, including the retention and mortgage holiday schemes. These options may give you the financial flexibility to support us.

Warwick University has waived third term rent payments for those living on campus, as have Purpose Built Student Accommodation providers such as Unite and Downing Students, alongside some private landlords across the country due to the cancellations of face-to-face teaching and examinations.

We hope, for ourselves, for yours and for everyone's sake, that things become more stable as soon as possible. Until then, all we can really do is follow the government’s guidance, and support each other as best we can. We hope you can consider this. Do let us know if speaking on the phone about this further would be helpful.

I/We look forward to hearing from you soon.

**Best wishes from us all at 789 Renters Road**

Name 1,

Name 2...