

ORDERING CHECKLIST

COVID-19 – Application for Rental Relief – SMSF as Landlord

Outlined below is a checklist of the information needed to complete a COVID-19 Rental Relief application

LANDLORD DETAILS

- Name of the superannuation fund who is the landlord of the property being leased
- Registered address of the Fund
- Address of the property being leased

TRUSTEE DETAILS

If the Fund has individual trustees:

- Full name of each individual trustee

If the Fund has a corporate trustee:

- Name of the company
- ACN of the company
- Full name of each director of the corporate trustee

LESSEE DETAILS

- Registered address of the lessee

Where the lessee is an individual, or a series of individuals

- Full name of each lessee

If the lessee is a company

- Name of the company
- ACN of the company

If the lessee is a trust

- Name of the trust
- Full name of each individual trustee (where the trustees are individuals)
- Corporate trustee name and ACN (where the trustee is a company)

If the lessee is a partnership

- Name of the partnership

Rental Relief Terms

Selection of one of the following options:

- A complete rental deferment for a period of _____ months, on the understanding that this deferred

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payment will be capitalised to the remaining term of the lease and will not extend the term of the lease

- A complete rental deferment for a period of _____ months, on the understanding that this deferred payment will be treated as an extension to the lease period following the deferral period
- A rent abatement of _____ months, on the understanding that this abatement will not be repayable
- A rent abatement of _____% of the lease amount per month, with a further _____% of the lease amount per month to be deferred, for a period of _____ months on the understanding that the abatement will not be repayable and the deferred amount will be repaid within 24 months of the resumption of the standard lease payments
- A reduction in the monthly rental amount of _____% for period of _____ months

Should you have any queries regarding this checklist, please contact the team at Topdocs on 1300 659 242.