



**1 April 2020**

Dear Tenant

We appreciate the national emergency arising from the Covid-19 outbreak is making this a very difficult time for so many businesses and traders. As a council, Teignbridge will help to support you and our other tenants to maintain your businesses as much as possible.

We fully recognise that you and other Tenants may be affected in a variety of ways, including:

• Difficulty meeting your full rent payments to us,

• Your ability to trade has been suspended or reduced and / or

• You have had to change the ways you are working.

With this in mind, we want to assist our commercial tenants and businesses through this difficult period.

At the moment, we can offer

**• Up to three months rent deferral for all commercial tenants**

**• Administering business grant scheme to eligible businesses.**

**Rent Deferral:**

In the interests of the community as a whole, there are some basic conditions / obligations which will apply to any Tenant support that may be available from the Council:

To apply for a rent deferral please complete the application below and return by email to:

[economyandassets@teignbridge.gov.uk](mailto:economyandassets@teignbridge.gov.uk)

**Business Grant:**

Businesses classed as within retail, leisure and hospitality sectors, including pubs, with a rateable value of over £15,000 and up to £51,000 will be eligible to apply for a £25,000 grant in 2020/21 in addition to their relief from business rates.

Businesses who receive small business rates relief, or who receive retail relief and have a rateable value of £15,000 or less, will be eligible to apply for a £10,000 grant in 2020/21 on top of their existing relief.

If you are a Teignbridge District Council business rate payer and fall into any of the categories above please continue to complete the application form at the below link along with any necessary declarations: <https://www.teignbridge.gov.uk/covid19grantapplication>

**Tenant COVID-19 Rent Deferral Application**

**The Council reserves the right to check the support that companies have received via the COVID-19: Support for Businesses**

|  |  |  |
| --- | --- | --- |
| YOUR FULL NAME & CONTACT DETAILS (including address, telephone and email): | |  |
| PREMISES ADDRESS: | |  |
| BRIEF DESCRIPTION OF YOUR BUSINESS/AREA OF TRADE: | |  |
| DECLARATION:  I, [*INSERT YOUR NAME* ] …………………………………………………………………………..  CERTIFY THAT THE DETAILS IN THIS FORM ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF | | |
| Signature |  | |
| Date |  | |

**PLEASE COMPLETE:**

1. Does your business hold suitable insurance through which to claim loss of income? Yes / No

2. Have you completed the Business Grant application form? Yes / No

3. If yes, how is this money being spent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. If no why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Have you applied for Self-Employment income support (where applicable)? Yes / No

6. Have you or are you anticipating to furlough staff? Yes / No

7. When are you planning for furlough staff? Please provide date and details or state N/A

8. Have you applied for a Government Loan during this period? Yes / No

9. If yes, what is this money being spent on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Is your business able to continue trading while safely abiding by Government Guidance? Yes / No

11. What length of rent deferral are you requesting? 1 / 2 / 3 Months

**Note:** The Council will be looking for rents will be to be repaid in full within 6 months following the deferred period but will discuss each application on a case by case basis.

Any other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email your response** [**economyandassets@teignbridge.gov.uk**](mailto:economyandassets@teignbridge.gov.uk) **and your application will be responded to as soon as possible.**

**Terms:**

* The Council will continue to invoice for rents due for all properties.
* The Council will suspend late payment demands upon receipt of a rent deferral application form.
* If your rent referral application is success the Council will formalise this by way of a side letter to be signed by the tenant. Failure to meet the requirements of the agreement repayment plan will void any agreement and rents will be due in full.
* The Council will continue to monitor rents ongoing as the pandemic outbreak progresses, this policy will be regularly reviewed.
* Any rent deferral is granted without prejudice to the Council or Tenants obligations due under the respective leases.