



application guidelines

Reduction of rent or instalment

This fact sheet explains how to apply for reduction of rent or instalment for landholders of residential leases suffering hardship and how the Department of Natural Resources and Water (NRW) assesses applications under the *Land Act 1994*.

When you can apply?

To be eligible for the reduction you must use the lease exclusively for your own residential use, be suffering hardship and meet one or more of the following criteria:

- the lessee holds, or is entitled to hold, a Commonwealth concession card
- the net value of the lease constitutes a significant proportion of the net value of all property owned by the lessee
- the annual rent or instalment payable under the lease is a significant proportion of the lessee's annual income.

An application for reduction of rent or instalment can be made at any time during the term of lease.

Application for reduction of rent or instalment can apply only if you hold a term, perpetual or some freeholding leases. To determine if your freeholding lease qualifies for a reduction contact the nearest NRW office.

If you hold a licence or permit you are not eligible to apply.

How to apply

To apply for reduction of rent or instalment, you must submit:

- reduction of rent or instalment application form, with both parts A and B completed
- the prescribed application fee.

Though you can submit an application at any NRW office, it is preferable to do so at the one nearest the property involved, where staff can also advise you of the correct application fee.

If all parts of the form are not filled out accurately, it may be returned to you for completion, which will delay the process. It is therefore advisable to discuss your application with NRW staff before lodgement, if you have any queries.

See NRW website <www.nrw.qld.gov.au> for a list of NRW offices and application fees, or contact the department.

What NRW considers

When assessing your application against requirements under the *Land Act 1994*, NRW will also:

- use relevant NRW policies, procedures and guidelines
- seek the views of relevant stakeholders, for example other state government agencies and local government authorities, if required.

An NRW officer may also inspect the leased land.

All information you provide is dealt with as strictly confidential.

Notice of the decision

NRW will notify applicants of the decision in writing when it has investigated all issues.

The approval will state the time for which the reduction applies.

If approved the reduction of a freeholding lease instalment does not reduce the overall purchase price.

If a lease is transferred, a reduction of rent or instalment hardship stops from the day the transfer is registered.

More information

For more information on reduction of rent or instalment contact the nearest NRW office.