

**DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT**  
**Application for reduction of rent or instalment**  
**(Residential Leases only)**  
**Part B**

**Application form requirements**

1. This Application is for reduction of rent or instalment.
2. Read the respective *Application reduction of rent or instalment* Fact Sheet which include application restrictions
3. Payment of the prescribed application fee  
(Details of fees are available on the Department of Environment and Resource Management (DERM) website or from a regional DERM office)
4. Any additional information to support application
5. **Part A:** Contact and details of land will need to be completed and submitted with your application.
6. Your application will not be considered as having been properly made unless all parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.

**Important information**

Application for reduction of rent or instalment only applies to leases. It does not apply if you hold a licence or permit.

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 –

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

All information you provide is dealt with as strictly confidential.

Department of Environment and Resource Management (DERM) may require your financial/bank statements and a statutory declaration.

If a lease is transferred, the reduction of rental/instalments stops from the day the transfer is registered.

Information on this form, and any attachments, is being collected to process and assess your application under the *Land Act 1994*. The consideration of your application may involve consultation, and if so details of your application may be disclosed to third parties. They will not be otherwise disclosed outside the department unless required or authorised by law.

1. The Application is for reduction of rent or instalment of:  Perpetual Lease  
 Term Lease  
 Freeholding Lease **go to 2**

Reduction can only occur on some freeholding leases. To determine if your freeholding lease qualifies for a reduction contact the nearest DERM office.

2. Have you made a previous application for reduction of rent or instalment?  Yes **go to 3**  No **go to 6**

3. Was this application refused?  Yes **go to 4**  No **go to 6**

4. Has there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?  Yes **go to 5**  No **go to 6**

Your application may be refused if circumstances have not changed.

5. Provide details of the change in circumstances from the previous application. (If there is insufficient space, please lodge as an attachment) **go to 6**


6. The property is used exclusively for my/our own residential use?  Yes **go to 7**  No  
Application cannot continue

If YES, you must sign the residential declaration at the end of this form to declare you use the lease exclusively for your own residential use.

7. Do you hold a current Commonwealth Concession Card?  Yes **go to 10**  No **go to 10**

A copy of the front and back of the current commonwealth concession card MUST accompany the application.

8. The net value of the lease is a significant proportion of all my/our property  Yes **go to 10**  No **go to 10**

9. The annual rent / instalment is a significant proportion of all my/our income  Yes **go to 10**  No **go to 10**



## Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

13. Tick the box to confirm the attachments for part of the application.

Commonwealth Concession Card (front and back of current card)

It is recommended that any attached plans, sketches or maps be of A4 or A3-size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

## Declaration

I certify that I have read the information which forms part of this application and the information I have provided is true and accurate.

**Signature of applicant / lessee**


Date:                    /                    /

The application must be signed personally by the landholder.

## Residential Declaration

I/WE declare that the lease is used exclusively for our own residential use and the leased property is not subject to any tenancy arrangements.

**Signature of applicant / lessee**


Date:                    /                    /

The declaration must be signed personally by the landholder.

**Full Name and Signature of Witness**

Full Name:

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Signature:

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If Witness must be qualified as a Commissioner for declarations, Justice of the Peace or a Legal Practitioner (Solicitor).