

## Owner/Tenant Relationship Sub-Task Force

Tuesday, May 19, 2020

- I. Take-aways from discussion on 05.15.2020
  - a. Commercial and Residential are two different beasts
    - i. Residential resources found at Housing Alliance of PA (see below) and Attorney General's webpage (see below)
  - b. Difficulty communicating with management companies
  - c. Biggest issue is communication: must have clear leases that delineate responsibilities for maintenance (interior and exterior), common areas, signage, utilities
- I. Strategies
  - a. Rent/Utility/Tax Deferral
  - b. Mediation Program (residential) See item (1.a) below
  - c. Fulfilling Lease Obligations/Modifying Lease Agreements
  - d. Shared Space Options

### Resources:

- I. Housing Alliance of Pennsylvania (Residential)
  - a. <https://secureservercdn.net/50.62.172.232/y2h.094.myftpupload.com/wp-content/uploads/2020/05/Mediation-Webinar-ppt.pdf>
- II. Office of the Attorney General
  - a. <https://www.attorneygeneral.gov/covid-rights/>
- III. GlobeSt.com
  - a. Office Space
    - i. <https://www.globest.com/2020/04/20/how-covid-19-is-changing-the-office-tenant-landlord-relationship/?slreturn=20200415093145>
- IV. Landlord Expectations: <https://crej.com/news/tag/tenant-relations/>
- V. Main Street Iowa, Uptown Marion, "Tips for Landlord-Tenant Conversations During Covid-19"

# Tips for Landlord-Tenant Conversations During COVID-19

## Landlord

## STEPS

## Tenant

1. Understand your relationship with your tenant
2. Review your lease
3. Understand your property & personal financials
4. Discuss options with your mortgage lender
5. Prepare for your conversation
6. Lean into and embrace the conversation
7. Document agreement

1. Understand your relationship with your landlord
2. Review your lease
3. Know your business & personal financials
4. Prepare for your conversation
5. Lean into and embrace the conversation
6. Document your agreement

## PRE CONVERSATION QUESTIONS

- What are the monthly costs associated with this leased space?
- Are there options to defer maintenance, renovations, or expansion projects?
- What is the cost of losing this tenant and having a vacancy for 6-24 months?
- What is the likelihood of this location re-leasing during/after COVID-19?
- What other costs are associated with releasing the vacant space?
- Are there options to defer mortgage payments and other related costs? Interest only?
- What if my tenant defaults on their rent payment?
- Have I applied for financial assistance?
- Do I know my rights as a landlord?

- What is the actual current financial impact of Covid-19 on my business?
- What are my predicted losses for the future in 1 month, 2 months, 3 months, etc.?
- What is my current cash flow?
- What percentage is business down from this time last year?
- Have I applied for financial assistance?
- How long is this sustainable?
- Have I connected with my bank?
- Are there other alternatives to doing business I haven't yet explored?
- Are the alternatives I've tried working? Sustainable?
- Is downsizing an option?
- Do I know my rights as a tenant?

## CONVERSATION

- Situation Conversation**  
Be open, honest, and understanding  
Health & safety should be a top priority
- Explore the Options**  
Rent forgiveness – duration?  
Rent deferral – duration, payment schedule?  
Additional tenants /shared space tenant options  
Other
- Discuss Current or Modified Lease Conditions**
- Documentation**

Start the conversation TODAY  
Let's work through this TOGETHER  
For more info & resources visit:

[MarionCC.org](http://MarionCC.org)  
[UptownMarion.com](http://UptownMarion.com)