

Career Crisis Plan - Negotiating Expenses Example

When I studied negotiation, our lecturers said that it is much more helpful to present options instead of ultimatums. In this case, being polite and reasonable also doesn't hurt. When I rang my real estate agent to discuss the rent, I began by explaining my situation.

The text below could be used for a telephone conversation or an email. You will need to adjust it for your specific circumstances, by fill in the missing information in the square brackets and tailor the wording to suit your region or culture.

If you have a telephone conversation, it is good practice to follow up by sending a summary of what was discussed in an email.

Rent example

Dear [name of real estate agent],

I live at [your address].

Unfortunately, due to the economic downturn, I've lost my job. I'm currently looking for work and have a few leads. I'd like to stay in the apartment for [three] months to see if I can get a new job.

However, I can't afford the full rate. Would you be able to talk to the owner and see if they will consider reducing the rent by [30%] for [three months]?

I would appreciate it if you could find out and let me know.

Sincerely,
[your name]

Notes

It's important to state what you are prepared to pay, rather than ask the owner to propose a discount, because they could come back with something much higher than you are able to afford.