

Date:

Tenant's name:

Tenant's address:

Dear

**Tenancy at:**

This is **not** an eviction notice. This is a 14-day Notice to Remedy regarding rent arrears.

Your rent is behind by \$..... . This is a breach of the Residential Tenancies Act 1986 and our tenancy agreement.

The last payment received was \$..... on ...../...../..... . You are required by law to pay rent when it is due.

Please pay \$..... by ...../...../..... (at least 14 days from but not including today\*) (the Payment Date).

You will also need to pay your current rent due on ...../...../..... to bring your rent payments up to date.

Please call me on ..... or email ..... to discuss arrangements for you to pay the missed rent.

If you do not make this payment on or before the Payment Date, or make an arrangement with me to pay, I can apply to the Tenancy Tribunal.

I enclose a copy of your rent record for you to check with your bank statements or receipts.

Yours sincerely

**Delivery:**

Date:     /     /

By (tick):

- mail (\*allow 4 extra working days from but not including today)
- hand into letterbox (\*allow 2 extra working days from but not including today)
- email to an email address given as an additional address for service  
(\*if sent by email after 5pm, allow 1 extra working day from but not including today)
- fax to a facsimile number given as an additional address for service  
(\*if sent by fax after 5pm, allow 1 extra working day from but not including today)
- hand to tenant

Note: Please ensure you keep a copy of this document for your own records.