[Date]

[Tenant’s name]

[Tenant’s address]

Dear [Tenant’s name]

**Tenancy at: [Enter tenant’s address]**

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

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

The last payment received was $[Enter amount] on [Enter date]. You are required by law to pay rent when it is due.

Please pay $[Enter total amount] by [Enter date - at least 14 days from but not including today] (the Payment Date).

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

Please call me on [Enter contact phone number] or email [Enter email address] 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 to end your tenancy, and for you to pay all the rent owed.

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

Yours sincerely

[Landlord’s name]

**Delivery:**

Date: / /

By (tick):

|  |  |
| --- | --- |
| grey-box | mail (\*allow 4 extra working days from but not including today) |
| grey-box | hand into letterbox (\*allow 2 extra working days from but not including today) |
| grey-box | 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) |
| grey-box | 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) |
| grey-box | hand to tenant |