

Date:

Tenant's name:

Tenant's address:

Dear

Tenancy at:

I am writing to let you know that you have not kept to your tenancy responsibilities by:

.....
.....

This letter is **not** an eviction notice. It is a notice giving you until/...../..... (at least 14 days from but not including today*) (the Remedy Date) to remedy the situation by doing the following:

.....
.....

I can apply to the Tenancy Tribunal if this is not remedied on or before the Remedy Date.

Please contact me if you have any questions.

Phone: Mobile:

Email:

Address:

Yours sincerely

Delivery:

Date: / /

By (tick):

- ☐ mail (*allow 4 extra working days)
- ☐ placed into letterbox or attached to the door (*allow 2 extra working days)
- ☐ sent to an electronic address given as an additional address for service after 5pm (*allow 1 extra working day)
- ☐ handed to tenant or sent to an electronic address given as an additional address before 5pm on the date of the notice (the first day of the notice period will be the next calendar day)

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

*Notice can only be delivered to a physical address or electronic address where this has been provided as an address for service in the tenancy agreement. An electronic address is an email address, fax number, mobile telephone number, or instant messaging account through which information can be easily accessed and referred to.

For tenancy advice and information visit www.tenancy.govt.nz or call 0800 TENANCY (0800 836 262)