

## Notice of overdue rent

Date:

Dear *[enter tenant details]*

Tenancy at: *[enter tenancy address]*

This notice is to advise you that on  your regular rent of \$  was due but not paid in full.

You are required by law to pay rent when it is due otherwise you will be in rent arrears. If during this periodic tenancy your rent is overdue and remains unpaid for at least five working days on three separate occasions within a 90-day period, and I give you notice of this on each occasion, I have the right to apply to the Tenancy Tribunal to terminate this tenancy under section 55(1)(aa) of the Residential Tenancies Act 1986 (the RTA).

The amount of rent above that was due and that has remained unpaid (in full or in part) for five working days is

\$ .

This is the *[insert whether first, second or third]*  notice I have provided to you regarding rent owing for at least five working days within a 90-day period. The 90-day period began on  *[enter date of the first occasion relied on that rent was at least five working days overdue and a 'Notice of overdue rent' was given]*.

You have the right to make an application to the Tenancy Tribunal challenging this notice.

---

### Complete the below in this section if applicable or strike out/delete if this is the first notice.

The previous notice(s) about overdue rent during this tenancy were given to you on:

First notice:  *[enter date]*

Second notice:  *[enter date]*

I enclose a copy of the  *[insert whether first or first and second]* notice for your records.

*Note: It is recommended that a copy of any previous notices is included.*

**Tick if the following is applicable:**

As this is the third occasion within a 90-day period that rent arrears have remained unpaid for at least five working days and a valid overdue rent notice has been given to you on each occasion, I have the right to make an application to the Tenancy Tribunal to end your tenancy under Section 55(1)(aa) of the Residential Tenancies Act 1986.

Please contact me if you have any questions.

Phone:

Mobile:

Email:

Address:

Yours sincerely

---

**Delivery date:**

**Delivery method: (tick the applicable delivery method)**

- 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 one 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 one 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. This is a notice for the purposes of section 55(1)(aa) of the RTA. A landlord may also issue a 14-day notice to remedy rent arrears. If 14-day notice to remedy rent arrears is also given and the rent arrears are not remedied then a landlord may also seek termination under section 56(1) of the RTA.*