

Date:

Tenant's Name:

Tenant's Address:

Dear

Tenancy at:

This is **not** an eviction notice. This is a 14 days' notice 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 / / (14 days from but not including today*).

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 in the next 14 days, 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

Delivery:

Date: / /

By (tick):

- mail (*allow 4 extra working days)
- hand into letterbox (*allow 2 extra working days)
- hand to tenant