**14-Day Notice to Remedy Rent Arrears**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_

Tenant’s Name:

Tenant’s Address:

Dear [Tenant's Name],

**Tenancy Address:**

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

As at the date of this notice, your rent is behind by **$[Enter amount]**. This is a breach of both the Residential Tenancies Act 1986 and the terms of our tenancy agreement.

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

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

You also need to pay your usual rent due on **[Enter date]** to bring your payments fully up to date.

If you are having difficulty paying, please contact me as soon as possible to discuss a repayment arrangement:

Phone: **[Enter contact phone number]**Email: **[Enter email address]**

If payment is not made in full, or a repayment agreement is not reached by the Payment Date, I may apply to the Tenancy Tribunal to end your tenancy and to recover the full amount of rent owed.

A copy of your rent summary is enclosed to help you reconcile your records.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[Your Name]

Notice delivered by (tick one):
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_
☐ By mail (\*allow 4 working days from, but not including, today)
☐ By delivery to letterbox (\*allow 2 working days from, but not including, today)
☐ By email (if agreed as address for service; allow 1 extra working day if sent after 5pm)
☐ By hand delivery to tenant