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/ (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 to end your tenancy 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)
mail (*allow 4 extra working days)
hand into letterbox (*allow 2 extra working days) hand to tenant
Hand to tenant

For tenancy advice and information call the Department of Building and Housing on 0800 TENANCY (0800 83 62 62), visit www.dbh.govt.nz or email info@dbh.govt.nz