

Landlord
Address
Phn:
Email
Bank Ac no.

Date

Tenant
Address
City

Dear _____,

Re: Termination of your Tenancy (at the above address)

Thank you for the txt notification to leave your rental agreement received _____

The law requires 28 days notice.

Your tenancy termination date is set at _____

(This date can be changed with mutual agreement).

The enclosed information brochure outlines some information for terminating tenancies.

Important requirements include:

1. The unit, furnishings, appliances and grounds must be left in good condition clean and tidy
2. Rents must be paid up until the departure date. (It is unlawful to use the bonds for rent)
3. Bonds are released as soon as possible after final inspections are completed and all is in order.
4. By law prospective tenants are allowed to view the property with maximum of 48 hrs notice.
5. Prospective tenants will phone you to arrange convenient timing for them to view inside

There will be an inspection on _____ and another after you have left.

Please phone me if you have any questions.

Thank you for your tenancy and I am happy to provide a testimonial at any time one is requested. I wish you all the best with your new home venture.

Yours sincerely,

Name
(Landlord)

Important notes relating to tenancy termination and the law:

- 1) Tenants who meet their responsibilities build respect among local landlords and obtain good future references.

2) Tenants and landlords can seek ruling with disputes from the Tenancy Tribunal. (Phone 0800 TENANCY)