Landlord’s name

Address

City

Phones

Email

Bank Account No.

Date

Name  
Address   
City

Dear

**Missed Rent Payments**

This is to advise that your tenancy conditions are breached because   
  
Your rent was unpaid on date(s) \_\_\_ / \_\_\_\_ / \_\_\_\_\_ and \_\_\_ / \_\_\_\_ / \_\_\_\_\_

Missed payments total $ \_\_\_\_\_\_\_\_\_\_\_\_

You have 14 days until \_\_\_ / \_\_\_\_ / \_\_\_\_\_ to pay this arrears   
In the meantime normal rent payments must continue.

If you have any questions, please phone me.

Yours faithfully,

(Landlord)

Enclosed:- Brochure on Rental agreement breaches

This letter was delivered to the above address on \_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by post hand

Important notes:-

1. **Evictions occur if**:-  
    A) Breaches are not remedied within 14 days of notification

B) Arrears exceed 21 days

D) Arrears occur more than twice during any 90 day period

1. Banks do not back pay missed automatic payments
2. Correspondence should be kept for future reference
3. Tenants who fail to meet their tenancy obligations loose supportive references
4. Phone 0800 TENANCY or visit [www.tenancy.co.nz](http://www.tenancy.co.nz) for more information and advice.