

Letter to advise tenant of change to rent

Date:

 / /

Tenant name(s):

Tenancy address:

Dear

Tenancy at:

This letter is to advise you of the automatic and temporary change to the rent payable for the tenancy at the above address, following the withdrawal of (name of tenant).

The Residential Tenancies Act 1986 requires me to give you **a reduced rent for a period of 2 weeks.**

The rent will be reduced for this period and will be \$, which will be payable from / / to / / (must be at least 14 days following the date of the tenant's withdrawal).

After this period the rent will return to the normal rent payable as per the tenancy agreement.

If you have paid more than the above amount in relation to this period, please contact me to discuss the return of that overpayment or, if you prefer, the use of that amount towards the next period of rent payable.

The rent has been calculated using the formula set out in the Residential Tenancies Act 1986, see **tenancy.govt.nz** for more information on how the temporary reduction is calculated.

You may wish to consider the following options available to you:

- › remain in the tenancy with a reduced number of tenants
- › seek agreement from the landlord to add a new tenant
- › issue a 21-day notice to end the tenancy (if the tenancy is a periodic tenancy agreement)
- › apply to the Tenancy Tribunal to end a fixed-term tenancy, for example due to hardship as a result of the unexpected change in circumstances.

Please contact me if you have any questions.

Phone:

Mobile:

Email:

Address:

Suburb, Postcode:

For tenancy advice and information visit **www.tenancy.govt.nz** or call **0800 TENANCY (0800 836 262)**.



***Delivery: By: (tick)**

- ☐ mail (*allow 4 extra working days)
- ☐ placed into letterbox or attached to the door (*allow 2 extra working days)
- ☐ sent to an electronic address given as an additional address for service after 5pm (*allow 1 extra working day)
- ☐ handed to tenant or sent to an electronic address given as an additional address before 5pm on the date of the notice
(the first day of the notice period will be the next calendar day)

**Letter can only be delivered to a physical address or electronic address that has been provided by the tenant as an address for service in the tenancy agreement. An electronic address is an email address, fax number, mobile telephone number, or instant messaging account through which information can be easily accessed and referred to. For advice on other delivery options visit the website or call the 0800 number below.*

Address for service details listed for both parties should match what is recorded on the tenancy agreement unless the details have changed and the other party has been notified of the change.

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NOTE TO LANDLORD/ PROPERTY MANAGER:

This letter should be given to remaining tenants only AFTER the withdrawing tenant's notice has ended, or on the last day of this notice period. Under the Residential Tenancies Act 1986 and the Privacy Act 2020, the withdrawing tenant's notice of withdrawal and supporting evidence may not be shared (except as provided for under the Residential Tenancies Act 1986, or as otherwise required by law) and doing so would be committing an unlawful act.

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