

[Date]

[Tenant's name]  
[Tenant's address 1]  
[Tenant's address 2]  
[CITY]

Dear [name/s]

**Tenancy at:** [Enter tenancy address]

This letter serves as a notice of rent increase for the tenancy at the above address.

The new weekly rental will be [Enter amount here] and will be payable from [Enter date - Service time, and not less than 60 days\* from but not including today].

The Residential Tenancies Act 1986 requires me to give you not less than 60 days notice of a rent increase.

Please contact me if you have any questions.

Phone:

Mobile:

Email:

Address:

Yours sincerely

[Landlord's name]

**\* Delivery:**

By (tick):

- ☐ mail (\*allow 4 extra working days)
- ☐ placed into letterbox or attached to the door (\* allow 2 extra working days)
- ☐ Sent via email or faxed to tenant after 5pm (\*allow 1 extra working day)
- ☐ hand to tenant, sent via email or faxed before 5pm on the date of the notice  
(the first day of the notice period will be the next calendar day)

\* Notice can only be delivered to an email address or fax number where that address or number has been provided by the tenant as an address for service in the tenancy agreement. 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.

For tenancy advice and information visit [www.tenancy.govt.nz](http://www.tenancy.govt.nz) or call 0800 TENANCY (0800 836 262)

Note: If the tenancy agreement is for a fixed term, a landlord may not increase the rent during the term of the tenancy unless there is a clause in the agreement permitting such an increase.

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