**Template letter: Challenging an unlawful charge**

*You can use this letter to advise a landlord that the tenant will not be paying an unlawful charge. Complete the letter by filling in the content in the square brackets* [...].

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

[Tenant’s name] has come to us for assistance in relation to their tenancy at [address of rental property]. They have advised us that you have asked them to pay for [describe the charge].

We appreciate that this may be an oversight, however, we note that this charge is not permitted under the Residential Tenancies Act 1986 [refer to the relevant section if helpful, or to the rationale for why it is an unlawful charge].

On this basis, [tenant’s name] will not be paying this additional charge.

[Tenant’s name] has paid the required rent in advance and bond payment and looks forward to their time in the tenancy.

Yours sincerely

[Advocate]

[Advocate’s organisation (if appropriate)]