#### Template letter: Letter from an advocate to the landlord issuing 14 day notice

*Use this letter to provide landlords with a 14 day notice to remedy a breach of th**e Tenancy Agreement or Residential Tenancy Act.*

TIP: A 14 day notice can be even more effective when issued on the letterhead of an advocacy organisation.

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

Please find attached a copy of a 14 day notice to remedy a breach of your responsibilities as a landlord of the property at [address of rental property] which you rent to [tenants name]. This notice is issued to you under the Residential Tenancies Act and is intended as a means of avoiding having to take the issues at stake to the Tenancy Tribunal for an order.

Both [tenants name] and ourselves wish to avoid having to refer this matter to the Tenancy Tribunal. We believe that this action can be avoided if you remedy these breaches within the time set out in this notice.

We have advised [tenant's name] to take this action as the only way of overcoming the problems she/he [delete one] is experiencing as your tenant. We believe that the best way forward is for you to remedy the breaches in question and for both you and [tenant's name] to resume a normal landlord/tenant relationship as soon as possible.

Yours sincerely

[Advocates Name and Organisation]

**Notice of Breach of Tenancy Agreement**

[Date]

[Landlord's Name]

[Landlord's Address]

**Premises**: [Address of property in question]

This provides notice that you have committed the following breaches of the provisions of the tenancy agreement between us and/or the Residential Tenancies Act 1986:

[List breaches]

I require you to remedy these breaches by [Date - *Unless there is an urgent health and safety issue you should give the landlord 14 days not including the day the letter is sent*]

If you fail to remedy these issues I will apply to the Tenancy Tribunal for an order to remedy these breaches and/or terminating the tenancy [Delete about terminating the tenancy if not relevant].

The best way to contact me is [list preferred contact details and times].

Yours faithfully

[Name and Signature]