[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) |

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.