|  |
| --- |
| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice.
4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used.
5. We strongly recommend that you obtain independent legal advice before using this letter.

*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to ask your landlord to lodge your bond with the Ministry of Business, Innovation and Employment (“MBIE”). Your landlord is required to lodge any bond money with the MBIE. MBIE will hold the money for safe keeping until the tenancy ends. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: FAILURE TO LODGE BOND – [TENANCY ADDRESS]**

I am writing about the bond I paid under our tenancy agreement. I understand you have not paid the bond to the Ministry of Business, Innovation, and Employment.

I request that you transfer the bond amount immediately.

I trust that this matter will be resolved. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]