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*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 for a refund of your full bond. Your landlord cannot take money off your bond for fair wear and tear that is caused by ordinary use.Do NOT use this letter if you caused damage to the property intentionally or by careless use.Include a copy of the bond refund form that is at: <http://www.dbh.govt.nz/UserFiles/File/Publications/Tenancy/pdf/bond-refund-form.pdf> |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: REQUEST FOR COMPLETED BOND REFUND FORM – [TENANCY ADDRESS]**

I am writing to request that you refund the full bond to me.

The amount of the bond I paid at the beginning of the tenancy was:

[INSERT FULL BOND PAID]

Enclosed is the bond refund form for you to complete. Please return the form to me at the address above.

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]