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| *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.
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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 request a partial refund of your bond. As a tenant, you have a right to a bond refund. If both you and your landlord agree on the refund amount and sign the bond refund form, the chief executive will refund the bond to you. You should agree to a partial refund if: 1. you have intentionally or carelessly caused damage to the rental property; or
2. you acknowledge that the landlord has incurred costs because of you leaving the property untidy, leaving goods/rubbish on the property or you have left other items on the property that required disposal.

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 PARTIAL REFUND OF BOND – [TENANCY ADDRESS]**

I am writing to request that you sign the enclosed bond refund form.

The distribution of the bond that we have agreed to is:

* Landlord refund: [INSERT THE AMOUNT THE LANDLORD IS RECEIVING]
* Tenant refund: [INSERT THE AMOUNT THE TENANT IS RECEIVING]

We have agreed that you can keep the above amount because:

[EXPLAIN THE REASON FOR THE LANDLORD KEEPING SOME BOND]

Please sign the form and return it to me for filing.

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

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]