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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 notify your landlord of their alleged unlawful entry. DO NOT use this letter if you have given your landlord permission to enter the premises, your landlord has provided you with the required notice, or there was an emergency. Section 48 of the Residential Tenancies Act 1986 sets out the relevant situations when a landlord can enter a property, and the notice requirements. Section 48 can be found at [www.legislation.govt.nz](http://www.legislation.govt.nz). This letter is not suitable for all situations where the landlord enters the property. We recommend that you seek legal advice if you are unsure whether your landlord entered your property unlawfully.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: UNLAWFUL ENTRY – [TENANCY ADDRESS]**

I am writing in regards to what I believe is an unlawful entry into our premises.

I believe that you entered the premises in the following way:

[DESCRIBE HOW THE LANDLORD ENTERED YOUR HOUSE, INCLUDING DATE, TIME, AND MANNER OF ENTRY]

I believe the entry is unlawful because:

1. you did not have our permission;
2. you did not give adequate notice; and
3. there was no emergency.

I ask that you stop this behaviour in the future.

Thank you for considering this request.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]