

DOCUMENT IDENTIFICATION

DOCUMENT Rental Default Notice
 TEMPLATE CODE RENTAL_DEFAULT_NOTICE
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 VERSION v1.0 | 2026-06-27

RENTAL DEFAULT NOTICE

Reference / file no.:

Date prepared:

This Notice tells the Tenant that their rent account is in default (in arrears) and asks them to pay the overdue amount. The Landlord should keep a copy: it records the default and the demand for payment, and supports any later report or recovery action.

1. WHO THIS NOTICE IS FROM AND TO

From - Landlord / agent

FULL NAME / BUSINESS NAME

PHONE / EMAIL

To - Tenant

FULL NAME

PHONE / EMAIL

RENTAL PROPERTY ADDRESS

DATE OF THIS NOTICE

RENTAL AGREEMENT DATE / REFERENCE

2. STATEMENT OF DEFAULT

Your rent account is in arrears. The rent and any other charges shown below are overdue and remain unpaid as at the date of this notice.

RENT NORMALLY DUE (AMOUNT)

HOW OFTEN

DATE THE ACCOUNT FIRST FELL INTO ARREARS

e.g. monthly

NUMBER OF PAYMENTS MISSED

Breakdown of what is owed (complete the rows that apply):

PERIOD / DUE DATE

AMOUNT OUTSTANDING

PERIOD / DUE DATE

AMOUNT OUTSTANDING

PERIOD / DUE DATE

AMOUNT OUTSTANDING

PERIOD / DUE DATE

AMOUNT OUTSTANDING



OTHER UNPAID CHARGES (LATE FEES, UTILITIES)

AMOUNT

TOTAL AMOUNT NOW DUE (FIGURES)

TOTAL AMOUNT NOW DUE (IN WORDS)

3. WHAT YOU MUST DO

PAY THE TOTAL AMOUNT DUE BY (DATE)

HOW TO PAY

account name / bank / account number / other

IF YOU CANNOT PAY IN FULL, CONTACT THE LANDLORD TO DISCUSS A REPAYMENT PLAN

Name, phone or email to contact, and by when

4. IF YOU DO NOT PAY

If the overdue amount is not paid or an arrangement is not agreed by the date above, the Landlord may take further steps permitted by law, which can include recovering the debt and/or ending the tenancy. The unpaid amount may also be recorded with and verified through the CredebtAble network and shared with approved users who carry out creditworthiness checks.

If you have already paid this amount, or you believe these figures are wrong, please contact the Landlord straight away with your proof of payment. You may also wish to seek independent advice about your rights.

5. SIGNED FOR THE LANDLORD

NAME

POSITION (IF AGENT)

SIGNATURE

DATE

6. HOW THIS NOTICE WAS SERVED

SERVED BY (NAME)

DATE SERVED

METHOD OF SERVICE

REFERENCE (OPTIONAL)

e.g. in person / email / post

7. ACKNOWLEDGEMENT OF RECEIPT BY TENANT (OPTIONAL)

Signing here only confirms that the Tenant received this notice. It is not an admission that the amount shown is owed.

TENANT NAME

DATE RECEIVED

TENANT SIGNATURE



TEMPLATE / DRAFT. This is a standard form provided for convenience. It is not legal advice. Parties should seek independent legal advice and confirm it complies with the laws of their jurisdiction before signing.

