[Date]

[Tenant’s name]

[Tenant’s address]

[Tenant’s address]

[Town/City] [Post Code]

Email: [insert Tenant’s email]

Dear [insert Tenant name/s]

**Tenancy at [insert property address]**

**Alternations, Renovations, Additions, Tenant Fixtures:**

Thank you for your email/letter dated [ ] requesting a change to the above premises. The definition of a minor change iin the Residential Tenancies Act 1986 is as follows:

“any fixture, renovation, alteration, or addition of or to the premises that:

* presents no more than a low risk of material damage to the premises;
* would allow the premises to be returned easily to substantially the same condition as at the start of the tenancy;
* does not pose a risk to health and safety (including during work to install, remove, or undo the minor change) that cannot reasonably practicably be eliminated or minimised;
* does not compromise the structural integrity, weather-tightness, or character of any building;
* would not have an unreasonable negative effect on any person’s enjoyment or use of any property outside the premises;
* does not require any regulatory consent (for example, a building consent); and
* does not breach any obligation or restriction relevant to the premises (for example, an obligation or a restriction imposed by a bylaw, a planning or body corporate rule, or a covenant).”

Please note that we have sent your request [insert nature of request here] to the landlord for their consideration. Please note that in considering this request, the landlord may impose reasonable conditions.

We will respond in writing no later than **21 days** from the date of your request.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Property Manager’s Name

**Title**