[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:**

Referring to our email/letter of [insert date] acknowledging your request to carry out the following at the property [insert nature of request], we are writing to let you know that the landlord does not consider your request to be a minor change. The reasons why the landlord does not consider your request to be a minor change is as follows:

[insert reasons] These must relate to the following:

A **minor change** is any fixture, renovation, alteration, or addition of or to the premises that:

a) presents more than a low risk of material damage to the premises;

b) would not allow the premises to be returned easily to substantially the same condition as at the start of the tenancy;

c) poses 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;

(d) compromises the structural integrity, weather-ightness, or character of any building;

(e) would have an unreasonable negative effect on any person’s enjoyment or use of any property outside the premises;

(f) requires regulatory consent (for example, a building consent);

breaches an 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).

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

Yours sincerely

Property Manager’s Name

**Title**