

Rent Increase Notice — fill in, sign, record the service

Print two copies. One goes to the tenant, one stays with you. The real value of this form is the service record at the bottom: a notice carries weight not because it was written, but because its delivery can be proved.

Property address (including unit number)	
Landlord full name	
Tenant full name	
Tenancy agreement date	

1 · Increase details — every row gets filled in

	Amount / rate	Note
Current monthly rent		The amount being paid today
Increase applied	%	Checked against the local cap, if any
New monthly rent		The amount after the increase
Effective from		Write an actual date, never "next period"
Payment date / method		If unchanged, write "no change"

2 · Before sending — all six should be ticked

☐	Local notice period and any cap checked	Date checked:
☐	Percentage stated, not just the new amount	
☐	Effective date written as an actual date	
☐	Sent with the full notice period to spare	Days ahead:
☐	Two copies printed	
☐	No new lease being signed — this continues the existing tenancy	

3 · Service record — left blank, the document proves little on its own

Method	Tick	Date	Tracking / reference no	What it proves
Hand delivery, signed for	☐			That the tenant received the document
Tracked or recorded mail	☐			That an envelope was sent and delivered — NOT its contents
Notarised or process-served	☐			The content, the sending and the service

Notes on service (tenant refused to sign, address changed, item returned, etc.)	
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4 · Signatures

	Full name	Date	Signature
Landlord (issuing the notice)			
Tenant (hand delivery only — "received")			

Three notes

- The tenant does not have to sign. A notice is not an offer requiring acceptance; it is a document requiring service. If they will not sign, serve it by tracked mail or through a formal process and the notice still stands.
- Tracked mail proves an envelope arrived. It does not prove what was inside it. If the tenant disputes the contents, the postal record will not answer them — where a challenge is likely, use formal service from the start.
- If the tenant keeps paying the old amount, the shortfall accumulates and this document establishes the date it began. Without records showing which month came up short and by how much, you cannot state the amount owed with any precision.