

**[Your name and address]**

**[Date]**

**[Landlord's or agent's name and address]**

**Dear ...**

**Re: Unpaid water charges at [your address]**

**Recently I received a notice from Sydney Water stating that \$[amount] was owing on outstanding charges and that, unless this amount is paid by [date], the water service will be disconnected.**

**I refer you to section 62 of the *Sydney Water Act 1994*, where if the landlord does not pay the charges then a tenant (as occupant of the land) can pay the landlord's outstanding rates in lieu of rent. Receipts issued by Sydney Water are to the extent of the charges shown on the receipts a discharge of the tenant from payment of rent.**

**Consequently, I will make future rent payments to Sydney Water until the outstanding charges are paid in full, after which time I will resume paying rent directly to you. Receipts from Sydney Water will count as rent receipts.**

**Yours sincerely**

**[T Tenant]**