

# HOW TO USE THIS SUBMISSION TEMPLATE

[This template](#) has been put together to help you, the time-poor landlord, make a meaningful submission to the proposed HHGA Standards.

We have selected four issues which, in our opinion, are the most consequential to landlords and given you some prompts to share your thoughts with policymakers. These may not be *all* the issues you wish to comment on. If that is the case, simply expand sections 2 and 3 to suit your purpose.

It is very important to be mindful of the submission deadline that is **6pm Monday 22nd October 2018**.

You send your submission by email to [healthyhomes@mbie.govt.nz](mailto:healthyhomes@mbie.govt.nz)

or by post to

**Healthy Homes Standards  
Housing and Urban Branch  
Ministry of Housing and Urban Development  
PO Box 1473  
Wellington 6140**

To complete your submission, simply follow the below steps:

1. Open the file titled '[HHGA Standards Submission.docx](#)' with your file editing software;
2. Replace all texts inside "< >";
3. Delete sections that are not relevant or disagreeable to you;
4. Add sections that are not already included in the template to accurately reflect your views;
5. Use the find function (CONTROL+F on PC or COMMAND+F on Mac) to search for "<" and ">" to make sure you have typed over all the placeholders;
6. Send your submission by email before 6pm Monday 22nd October 2018 or by post before Monday 16th October 2018 (to be on the safe side).

While we acknowledge the business nature of residential tenancy, we have always maintained that landlords are human and, as such, have a vested interest in justice and fairness. In writing your comments, we encourage you to keep these values in mind, be respectful, accurate and balanced.

If you have any questions regarding this template or wish to obtain more help to complete your submission please contact us at [admin@apia.org.nz](mailto:admin@apia.org.nz).

Thank you for supporting the consultation effort.

Kind wishes

Auckland Property Investors' Association

[admin@apia.org.nz](mailto:admin@apia.org.nz)