

This is a sample notice of termination of tenancy and it is not a notice itself. In terminating a tenancy, Part 5 of the Residential Tenancies Act 2004 is particularly relevant. Specific sections include: sections 61, 62 (content of notice); chapter 3 (amount of notice to be given); chapter 4 (sub-let tenancy); and chapter 5 (termination by multiple tenants). Other relevant sections are sections 34 & 35 (grounds for termination by landlord) and 67(3) (termination for breach of tenancy obligations).

## Example of Notice of Termination of Tenancy

To: [INSERT NAME/s (of all tenant/s) or NAME/s and ADDRESS (of all landlord/s)]

The tenancy of the dwelling at [INSERT ADDRESS OF RENTED DWELLING]  
will terminate on [INSERT TERMINATION DATE (DAY, MONTH and YEAR) - See Note 1].

The tenant has the whole 24 hours of the termination date to vacate possession.

(See Note 2)

(See Note 3)

Any issue as to the validity of this notice or the right of the landlord/tenant to serve it must be referred to the Private Residential Tenancies Board under Part 6 of the Residential Tenancies Act 2004 within 28 days of the date of receipt of it.

This notice is served on \_\_\_\_\_ [INSERT DATE OF SERVICE]

Signed: \_\_\_\_\_ (See Note 4)

### Notes

- 1 Ensure recipient gets the appropriate number of days notice. Notice period to be given (no of days) begins on the day immediately following the date of service. (section 61(1))
- 2 If termination is by the landlord of a tenancy that has lasted more than 6 months, state here the reason for the termination (grounds 1 to 6 in Table to section 34 of the Act) and note the additional requirements that apply in relation to grounds 1, 4, 5 and 6.
- 3 If termination is by the landlord of a tenancy that is sub-let, state whether or not you require the head-tenant to terminate the sub-tenancy (and insert the head-tenant's address – which will be different from the rented dwelling address - at the top of the notice).
- 4 If termination is by a tenant on behalf of multiple tenants, one signature will suffice if all of the tenants are named in the notice and the signing tenant states he/she is signing on behalf of all of the tenants.