

# Notice of Intention to Terminate Tenancy Agreement By Landlord/Agent

Please complete this form using **BLOCK LETTERS**

<b>1.</b>
To _____ <span style="display: block; text-align: center; font-size: small;">(name of tenant)</span>
the tenant under a residential tenancy agreement in respect of the property situated at:  <span style="float: right;">Postcode: _____</span>
I/We _____ <span style="display: block; text-align: center; font-size: small;">(name of landlord / agent)</span>
of _____ <span style="display: block; text-align: center; font-size: small;">(insert postal address)</span> <span style="float: right;">Postcode: _____</span>
Business phone: _____ Home phone: _____
a) The landlord/agent under the <i>Residential Tenancies Act 1999</i> hereby gives you notice that this tenancy is intended to be terminated on ____ / ____ / ____ <b>(vacant possession becomes available the day after)*</b>
b) The landlord/agent under the <i>Residential Tenancies Act 1999</i> hereby gives you notice to deliver up vacant possession of the premises referred to above on: ____ / ____ / ____*

<b>2.</b>
The reason for giving this Notice is as follows: <small>(tick the reason that applies)</small>
<input type="radio"/> Premises are flooded (2 days notice but access to the premises must be unavailable for more than 3 days) <input type="radio"/> Premises are unsafe or uninhabitable (2 days notice) <input type="radio"/> Periodic tenancy without a reason (42 days notice) <input type="radio"/> Fixed term tenancy (a minimum of 14 days notice to be given before the end of the tenancy) <input type="radio"/> Employment related tenancy (Not to be sooner than 2 days if employment agreement is breached) <input type="radio"/> Employment related tenancy (Not to be sooner than 14 days or if a period for termination is specified in the employment agreement, the end of that period) <input type="radio"/> Drug premises order made (14 days notice)

<b>Service of Notice:</b>	
Notice was given on ____/____/____ by:	<input type="radio"/> Personally handing to the tenant <input type="radio"/> Mailing it to the tenant
_____ <span style="font-size: small;">(Signature Landlord/Agent)</span>	____/____/____ <span style="font-size: small;">(Date Issued)</span>

### Important information regarding the giving of Notices

Notices under the *Residential Tenancies Act 1999* are permitted to be given to a person personally or sent by post. When you are giving a Notice to a person, address it to that person's last known postal address or place of business or residence. When you are giving a Notice to a corporation, address it to the corporation's registered office in the Territory.

If 2 or more persons are the landlords or tenants under a tenancy agreement, a Notice is duly given if given to any one of them.

The *Interpretation Act 1978* specifies how a Notice should be given and the calculation of how the time and actions required must be completed.

A Notice sent by post must be properly addressed and posted by prepaid post, and the giving of the Notice is deemed to have been effected at the time at which the Notice would be delivered to the person or corporation in the ordinary course of post. It should be noted that this will only apply in the absence of any contrary evidence.

When advising of the period in which an action must be completed, the period is counted in clear days starting the day after notice is given. Where the last day of any period falls on a Saturday, Sunday or Public Holiday, the action required may be done on the next working day.

\* Please ensure that the correct number of days are allowed for each Notice i.e. 14 day Notice of Termination provides for vacant possession on the day after termination being the 15th day.

### PRIVACY STATEMENT

Consumer Affairs complies with the Information Privacy Principles scheduled to the *Information Act 2002*.

To view the NT Consumer Affairs Privacy Statement, please access [www.consumeraffairs.nt.gov.au](http://www.consumeraffairs.nt.gov.au) or 08 8999 1999

#### DARWIN

1<sup>st</sup> Floor, The Met Building, 13 Scaturchio Street  
PO Box, Casuarina NT 0811  
Tel: (08) 8999 1999 or 1800 019 319  
Fax: (08) 8935 7738

Web: [www.consumeraffairs.nt.gov.au](http://www.consumeraffairs.nt.gov.au)

#### ALICE SPRINGS

Ground Floor, Green Well Building  
50 Bath Street  
PO Box 1745, Alice Springs, NT 0871  
Tel: (08) 8924 7052 Fax: (08) 8951 5442

Email: [consumer@nt.gov.au](mailto:consumer@nt.gov.au)

**THE NORTHERN TERRITORY OF AUSTRALIA  
OATHS AFFIDAVITS AND DECLARATIONS ACT 2010  
UNATTESTED DECLARATION**

(1) Insert name and address of person making declaration

I,(1) .....

(2) Here insert the matter declared to - either directly following the word "declare" or, if the matter is lengthy, insert the words "as follows" and thereafter set out the matter in numbered paragraphs

do solemnly and sincerely declare (2)

I did at ..... on ..... 20.....  
(time) (day) (month) (year)

duly serve the Tenant/Landlord .....

(tenant / landlords name)

with a NOTICE PURSUANT TO SECTION .....OF THE *RESIDENTIAL TENANCIES ACT 1999* (a true copy of which is annexed hereto and marked "A") by delivering a true copy of this Notice personally / by mail (delete whichever is not applicable) to the Tenant/Landlord at

.....  
.....  
.....

(fully describe address/place of service)

I identified the tenant/landlord as follows:

.....  
.....  
.....

(include how you identified the person served) (include any other details/conversations necessary including how service was effected e.g. handing documents to person, placing documents on ground before the person)

This declaration is true and I know it is an offence to make a declaration knowing it is false in a material particular.

Declared at .....the .....day of ..... 20....

(3) Signature of the person making the declaration

(3)

.....

**NOTE: This declaration does not have to be witnessed**

**NOTE: This written declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.**

**NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.**