

Terminating a tenancy (sale of dwelling)

Please read this carefully before completing the notice of termination. This note, along with the attached notice of termination and statutory declarations, is intended as a general guide only. You should consult the Residential Tenancies Act 2004 (as amended) for full legal requirements. The RTB is not responsible for any errors or omissions.

Who can terminate a tenancy

- Tenancies starting **on or after 1 March 2026** - you can only terminate the tenancy if you are a non-corporate landlord of 1 - 3 tenancies ('small landlord').

The tenancy is subject to a rolling 6-year Tenancy of Minimum Duration. **During the 6-year tenancy cycle**, you may only end the tenancy if you need to sell the dwelling to avoid undue financial or other hardship. As a 'small landlord', you may end the tenancy at the **end of the 6-year cycle** without needing to meet the hardship criteria. The notice must be served before the expiry of the 6-year cycle and the period of notice must expire on or after the expiry of the 6-year cycle.

- Tenancies starting **before 1 March 2026** - no restriction based on landlord size. The hardship requirement does not apply.

Notice requirements

- You must send a copy of the notice to the RTB on the same day you served it on the tenant. **If you do not, the notice is invalid.**

To submit the notice to the RTB

Go to www.rtb.ie and login to the **RTB Service Centre** and upload the notice.

If you cannot submit the notice online, you can post it to: **Residential Tenancies Board, PO Box 13841, Freepost FKY7736, Killorglin, Co Kerry.**

Please retain proof of service.

- You must give your tenant the **correct number of days' notice**. The notice period starts the day after the notice is served. Extra days can be added to ensure the tenant gets the full amount of notice required.

- You must provide a **statutory declaration**. The statutory declaration must be signed in person before one of the following: Commissioner of Oaths, Practising Solicitor, Notary Public, or Peace Commissioner. This declaration cannot be signed by someone else on your behalf.

If the tenancy started before 1 March 2026, and the landlord is a company, the declaration must be signed by a person authorised under the company's constitution (e.g. a director or a company secretary)

Joint inspection before the tenancy ends

To give the tenant(s) an opportunity to address issues (e.g. cleaning, repairs and replacements for damage above wear and tear), a joint inspection should be carried out before the tenancy end date.

Documents

- **Notice of termination: Sale of dwelling**
- **Statutory declaration 1**
For tenancies which began **before 1 March 2026**
- Statutory declaration 2**
For tenancies which began **on or after 1 March 2026**, where a 'small landlord' is ending the tenancy **during the 6-year tenancy cycle**. **Please use the correct declaration based on the number of landlords involved in the tenancy.**
- Statutory declaration 3**
For tenancies which began **on or after 1 March 2026**, where a 'small landlord' is ending the tenancy **after the 6-year tenancy cycle has ended**. **Please use the correct declaration based on the number of landlords involved in the tenancy.**

