



Bord um Thionóntachtaí Cónaithe  
Residential Tenancies Board

# Terminating a tenancy (substantial refurbishment)

Please read this carefully before completing the notice of termination. This note, along with the attached notice of termination and statutory declaration, 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. As a 'small landlord', you may only end the tenancy by serving a notice of **termination before the end of the 6-year cycle, as long as the notice expires on or after the final day of that cycle** only.

- Tenancies starting **before 1 March 2026** – no restriction based on landlord size.

## Notice validity 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](http://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(s) the **appropriate number of days notice based on tenancy duration**. The notice period starts the day after the notice is served. Extra days can be added to ensure the tenant(s) gets the full amount of notice required.

- You must provide a **statement** specifying details of works to be carried out, a copy of any **planning permission** obtained, and a **certificate** from a registered professional (i.e. a registered architect, quantity surveyor or building surveyor; chartered engineers may also provide this certificate, but only if the tenancy started on or after 1 March 2026).
- If ending a tenancy, which began **on or after 1 March 2026**, you must also 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.

## 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: Substantial refurbishment**
- **Statutory declaration:**  
For tenancies which began **on or after 1 March 2026**, terminated by a *small landlord* **after the 6-year tenancy cycle has ended**. Please use the **correct declaration based on the number of landlords involved in the tenancy**.

