

Terminating a tenancy (change of use)

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 with 1 - 3 tenancies ('small landlord').

The tenancy is subject to a rolling 6-year Tenancy of Minimum Duration. As a 'small landlord', you may 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.**

- 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 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, Freeport FKY7736, Killorglin, Co Kerry.** Please retain proof of service.

- You must give your tenant 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 gets the full amount of notice required.

- You must also provide a **statement** specifying details of works to be carried out, name of the contractor employed, if any, the dates of the works, the nature of the intended use, and a copy of any planning permission obtained.
- If ending a tenancy, which began on or after 1 March 2026, 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.

Joint inspection before the tenancy ends

To give the tenant 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: Change of use**
- **Statutory declarations:**

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)

