

Terminating a tenancy (less than 6 months)

Please read this carefully before completing the notice of termination. This note, along with the attached notice of termination, 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.

Reasons for termination

- › If you are ending the tenancy because the tenant has breached their obligation, or because the dwelling no longer meets the tenant's accommodation needs, please use to RTB guides and templates titled: **“Terminating a tenancy (breach of tenant obligations)”** or **“Terminating a tenancy (dwelling no longer suitable to the accommodation needs of the tenant)”**. These scenarios require different templates.
- › If the tenancy lasted **less than 6 months** – you must give the tenant **exactly 90 days’ notice**. You cannot serve a notice if you have a fixed-term lease (with no break clause).
- › The notice period starts the day after the notice is served.
- › **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.

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: Other than breach of tenant obligations and dwelling no longer suitable to the accommodation needs of the tenant (tenancy lasted less than 6 months)

