

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 the 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 serve a copy of the notice to the RTB on the same day you serve it on the tenant. **If you do not, the notice is invalid.** Same day service means that your tenant and the RTB receive your notice on the same day.
- The best way to ensure both notices are received on the same day is to submit your notice through the RTB Service Centre at www.rtb.ie on the same day that you email it to your tenant.
- We do not recommend sending the notice by post to your tenant and to the RTB. The notice will be invalid if the post is not delivered to the RTB and your tenant on the same day.

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)

