

# 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 serve the notice on the tenant on the date of service listed in the notice.
- You must submit a copy to the RTB within 7 days of this date. **If you do not, the notice is invalid.**

### To submit the notice to the RTB

- The best way to submit your notice to the RTB is through the RTB Service Centre at [www.rtb.ie](http://www.rtb.ie)
- We do not recommend sending the notice by post to your tenant or the RTB as the notice will be invalid if the post is not delivered on the required dates.

- You must also provide a statement specifying details of the 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)**

