

Notice of Termination Return Form



Sending a Notice of Termination to the RTB

Landlords must send a copy of a Notice of Termination to the Residential Tenancies Board within 7 days of serving the notice to their tenant. If the landlord fails to do this, the notice is invalid.

A landlord only needs to complete this Notice of Termination Return Form if they are submitting a Notice of Termination to the RTB by post.

If you submit your notice to the RTB through the RTB Service Centre at www.rtb.ie, you complete an online form instead and will receive an automatic email receipt.

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.

You should keep a record of postage. We recommend sending by certified post to ensure you have proof of the date the notice was sent to the RTB.

How to complete this application form

To complete this application form, please write with a black ballpoint pen, use capital letters and place an X in the relevant boxes.

Part A – Tenancy Details

1. Tenancy type

Private tenancy

Student-specific accommodation

Approved Housing Body

Cost rental

2. What date did the tenancy begin?

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3. What date will the tenancy end?

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4. The landlord is

A company

An individual with 1 – 3 tenancies

An individual with 4+ tenancies

5. Registered tenancy (RT) number

[illegible]

6. Landlord name

[illegible]

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7. Landlord address

[illegible]

8. Landlord Eircode (or post code if outside Republic of Ireland)

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9. Rented dwelling address

[illegible]

10. Rented dwelling Eircode

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Part B – Reason for serving Notice of Termination

11. Please select the reason you have served the Notice of Termination

- ☐ Breach of tenant obligations (rent)
- ☐ Breach of tenant obligations (all other)
- ☐ Dwelling no longer suitable for tenant needs
- ☐ Landlord requires for own or family occupation
- ☐ Landlord intends to sell
- ☐ Landlord intends to change the use
- ☐ Landlord intends to substantially refurbish
- ☐ Ending tenancy before a Further Part 4 tenancy begins
- ☐ Ending tenancy less than 6 months old

Signed

Landlord/authorised agent

Date

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