



# FORM 3 - Residential Tenancies Act 1995

## NOTICE OF TERMINATION BY LANDLORD (GENERAL FORM FOR PERIODIC TENANCY)

## NOTICE OF TERMINATION BY HOUSING CO-OPERATIVE (FOR FIXED TERM OR PERIODIC AGREEMENT)

(Note: Unless a landlord is a housing co-operative, the landlord cannot use this form to terminate a fixed-term tenancy - for that purpose an application must be made to the Residential Tenancies Tribunal.)

To: .....  
(insert name of tenant)

I give you notice to deliver up vacant possession of the premises at:

Address of premises .....  
.....

on: ...../...../..... (insert date on which tenant required to vacate premises)

being a date that is - (tick appropriate box and complete details as required)

Not less than 90 days.  
A landlord may terminate a periodic tenancy by giving the tenant at least 90 days notice without specifying a ground of termination.

OR

Not less than .....\* days if this notice is being given on one (or more) of the following grounds:  
\* The period of notice given on these grounds must be at least 60 days or if, under the terms of the periodic tenancy, rent is payable at intervals of greater than 60 days, that greater period.

TICK ONE OR MORE OF THE FOLLOWING BOXES TO INDICATE THE GROUNDS

- the landlord requires possession of the premises for demolition
- the landlord requires possession of the premises for repairs or renovations that cannot be carried out conveniently while the tenant remains in possession of the premises
- the landlord requires possession of the premises for the landlord's own occupation, or occupation by the landlord's spouse, child or parent, or occupation by the spouse of the landlord's child or parent
- the landlord requires possession for the landlord to give vacant possession to a purchaser of the premises as they have entered into a contract of sale dated ...../...../.....  
(insert date of contract of sale)

OR

not less than 28 days if this notice is being given on one (or both) of the following grounds:

TICK ONE OR BOTH OF THE FOLLOWING BOXES TO INDICATE THE GROUNDS

- you have ceased to be a member of the housing co-operative
- you no longer satisfy a condition or conditions specified by the tenancy agreement with the housing co-operative as essential to the continuation of the tenancy, namely:

.....  
.....  
(state condition(s) no longer satisfied by the tenant) (If insufficient space, attach a separate sheet)

Signature of landlord/agent: ..... Date: ...../...../.....

Full name of landlord/agent: .....

Address of landlord/agent: .....  
.....

## INFORMATION FOR THE LANDLORD

1. If the landlord is a registered housing co-operative and the tenant has ceased to be a member of the co-operative or no longer satisfies an essential requirement to remain as a tenant, the period of notice can be 28 days.
2. Except where the landlord is a registered housing co-operative, this notice cannot be used if the tenancy has been entered into for a **fixed** term.
3. It is a criminal offence under the Residential Tenancies Act 1995 to state a false ground of termination in this notice.
4. A landlord who recovers possession of premises after giving 60 days notice must not, without the consent of the Tribunal, grant a fresh tenancy over the premises within six months after recovering possession.
5. If the premises are subject to a housing improvement notice or are subject (or potentially subject) to rent control, the Tribunal must give its authorisation to this notice before it is effective.
6. This notice may be served on the tenant (or on an agent of the tenant) -
  - (a) personally; or
  - (b) by sending it by post addressed to the person at his or her last known place of residence, employment or business; or
  - (c) by leaving it in a letterbox or other place where it is likely to come to his or her attention at his or her last known place of residence, employment or business.

If the whereabouts of the tenant is unknown, the notice may be given by publishing it in a newspaper circulating generally throughout the State.

7. You should retain a copy of this notice.

## INFORMATION FOR THE TENANT

1. If your tenancy agreement is for a periodic tenancy and you wish to leave the rented premises before the date on which the landlord has indicated vacant possession of the premises is required, you may do so by serving a notice of termination (see Form 5) on the landlord at least 21 days before leaving, or a period equivalent to a single rental period of your tenancy (whichever is longer).

*Example - If you pay rent per calendar month, instead of giving 21 days' written notice, you would be required to give one calendar month's written notice.*

2. When you vacate the premises, you should leave them in a reasonable condition and in a reasonably clean state. If you do not, the landlord may recover from the security bond, or from you directly, the costs of cleaning the premises, removing any rubbish, and so on.
3. You should contact the landlord or agent and arrange to meet him or her at the premises at an agreed time. With the landlord or agent, you can then inspect the premises and note on the Inspection Sheet (which you filled in and received at the start of the tenancy) the state of cleanliness of the premises and any damage that has occurred during the tenancy. You can then decide with the landlord or agent how much of the security bond should be paid to you and to the landlord (respectively).
4. If possible you should agree on how the security bond should be paid. If you do agree, both of you should complete and sign the Refund of Bond form and lodge it with the Office of Consumer & Business Affairs. Make sure that your forwarding address is included on the form so that all or part of the security bond, or any future correspondence, can be sent to you. If agreement cannot be reached, you should contact the Tenancies Branch at the address set out below.
5. When you vacate the premises, ensure that you leave all the keys with the landlord or agent, and notify the electricity entity, gas company, Australia Post, Telstra, etc, so that the new tenants do not use gas, electricity and the telephone on your accounts, and so that mail can be forwarded to you.

**If you have any questions or doubts about this notice, contact the advice section of the Tenancies Branch at Level 1, 91-97 Grenfell Street, Adelaide. Ph: (08) 8204 9544; Fax (08) 8204 9570**