

Date:

Tenant's name:

Tenant's address:

Dear

**Tenancy at:**

This letter serves as notice to terminate the periodic tenancy agreement at the above address.

The last day of the tenancy will be \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.

The Residential Tenancies Act 1986 requires me to give you at least 90 days' notice to terminate the periodic tenancy for the following reason:

*(Tick the reason that applies):*

- The premises are to be put on the market by the owner within 90 days after the termination date (as above) for the purposes of sale or other disposition.
- The owner is required, under an unconditional agreement for the sale of the premises, to give the purchaser vacant possession.
- The landlord is not the owner of the premises and the landlord's interest in the premises is due to end.
- The landlord or owner has acquired the premises to facilitate the use of nearby land for a business activity. That fact is clearly stated in the tenancy agreement, and the premises are required to be vacant of residential tenants to facilitate that use.
- The premises are to be converted into commercial premises for at least 90 days by the landlord or owner.
- Extensive alterations, refurbishment, repairs, or redevelopment of the premises are to be carried out by the landlord or owner, and it would not be reasonably practicable for the tenant to live there while the work is being done. The work must begin, or material steps towards it are to be taken, within 90 days after the termination date (as above).
- The premises are to be demolished and the demolition is to begin, or material steps towards it are to be taken, within 90 days after the termination date (as above).

Please contact me if you have any questions.

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Yours sincerely

**\* Delivery:**

*By (tick):*

- mail (\*allow four extra working days)
- placed into letterbox or attached to the door (\*allow two extra working days)
- sent via email or faxed to tenant after 5pm (\*allow one extra working day)
- handed to tenant, sent via email or faxed before 5pm on the date of the notice (the first day of the notice period will be the next calendar day)

*\* Notice can only be delivered to an email address or fax number where that address or number has been provided by the tenant as an address for service in the tenancy agreement. For advice on other delivery options, visit the website or call the number below.*

*Address for service details listed for both parties should match what is recorded on the tenancy agreement unless the details have changed and the other party has been notified of the change.*

*For tenancy advice and information visit [www.tenancy.govt.nz](http://www.tenancy.govt.nz) or call 0800 TENANCY (0800 836 262).*