|  |
| --- |
| *WARNING:*   1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/> 2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues. 3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice. 4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used. 5. We strongly recommend that you obtain independent legal advice before using this letter.   *USING THIS LETTER:*   1. Fill in the areas that are marked with square brackets - [LIKE THIS]. 2. Print and Sign. 3. Make a copy then post the letter. 4. Do NOT send this instruction page.   *WHEN TO USE THIS LETTER:*  Use this letter to give the required notice to terminate a periodic tenancy. The standard minimum notice you can give is 21 days. You should allow an additional 4 days if you are posting this letter.  You may give shorter notice if the Tenancy Tribunal gives you consent or if a breach of the tenancy agreement has left the premise uninhabitable. Do NOT use this letter if you think those situations apply - seek advice instead. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: NOTICE OF TERMINATION OF PERIODIC TENANCY – [TENANCY ADDRESS]**

I am writing to tell you that I am terminating my tenancy.

This notice applies to the below tenancy:

* [INSERT NAME OF TENANTS]
* [INSERT ADDRESS OF PREMISES]
* [INSERT ANY OTHER NECESSARY IDENTIFYING DETAILS THAT YOUR LANDLORD WOULD NEED TO IDENTIFY THE PREMISES]

I will vacate the premises on the following date:

[INSERT DATE WHEN YOU WILL VACATE THE PREMISES. THIS DATE SHOULD BE AT LEAST 21 DAYS IN THE FUTURE AND YOU SHOULD ALLOW AN ADDITIONAL 4 DAYS IF YOU ARE POSTING THIS LETTER.]

Please contact me to arrange collection of keys and to arrange any other matters.

Thank you for your time.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]