

**IMPORTANT NOTE: This notice can only be used for fixed-term tenancies signed on or after 11 February 2021 and expiring on or before 30 April 2025. [Find out more on the Tenancy Services website.](#)**

Date:

Tenant's name:

Tenant's address:

Dear

**Tenancy at:**

This letter serves as notice to terminate the fixed-term 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 **either** 63 days' notice or 90 days' notice to terminate the fixed-term tenancy (and not continue it as a periodic tenancy after the expiry date) for the following reason:

**90 days' notice**

*(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).

**OR**

**63 days' notice**

*(Tick the reason that applies):*

- ☐ The owner of the premises requires the premises within 90 days after the termination date (as above) as the principal place of residence (for at least 90 days) for the owner or a member of the owner's family.
- ☐ The landlord customarily uses the premises, or has acquired the premises, for occupation by employees of the landlord or by contractors under contracts for services with the landlord. That fact is clearly stated in the tenancy agreement, and the premises are required for that use.
- ☐ The landlord customarily uses the premises, or has acquired the premises, for occupation by employees of a school board of trustees or by contractors under contracts for services with a school board of trustees. That fact is clearly stated in the tenancy agreement, and the premises are required for that use (this reason only applies if the landlord is the Ministry of Education).

Please contact me if you have any questions.

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

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

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

Yours sincerely

**\* Delivery:**

*By (tick):*

- ☐ mail (\*allow 4 extra working days)
- ☐ placed into letterbox or attached to the door (\*allow 2 extra working days)
- ☐ sent to an electronic address to tenant after 5pm (\*allow 1 extra working day)
- ☐ handed to tenant or sent to an electronic address 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 a physical address or electronic address where this has been provided as an address for service in the tenancy agreement. An electronic address is an email address, fax number, mobile telephone number, or instant messaging account through which information can be easily accessed and referred to.*

*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).*