



## Lessors chart 6 - Service of Notice of Termination for Periodic Tenancy Agreements

This chart will assist lessors with the [count of days](#) needed when giving notice to terminate a periodic tenancy agreement on or after 29 March 2021.

Tenant chart 4 - Service of Notice of Termination for Periodic Tenancy Agreements will assist tenants terminating a periodic tenancy agreement.

Tenancy chart 1 - Service of Notice of Termination for Fixed-Term Agreements will assist lessors and tenants terminating a fixed-term tenancy agreement.

### Delivery methods

**In person:** Notice to be handed to someone 16 years or older who normally resides at the property; it cannot be left in the letterbox.

**Electronic/email:** There must be a prior written agreement that email can be used to give notice. You should retain a copy of the notice, record details of how it was served, date of service and sign it.

**General post:** Australia Post mail delivery is now made on limited days. Allow 2-6 business days including:

- the day of service; and
- additional days for weekends and public holidays.

### STEP 1

#### Serve the Notice of termination

**A** Day **NOTICE IS SERVED**

*Date*

Refer to **DELIVERY METHODS**

### STEP 2

#### Count at least 60 days

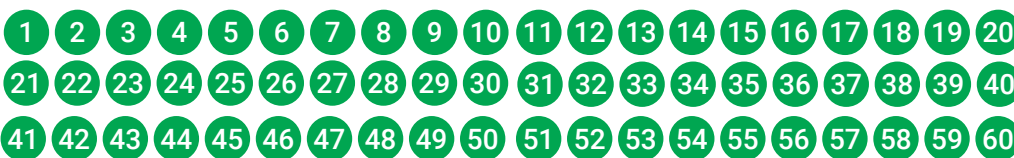
**A** Day **1** is the day after the notice is received by the tenant, then give at least 60 full days' notice for the tenant to vacate the premises

**B** Date **TENANT RECEIVES NOTICE** (after delivery period)

*Date tenant receives notice*

**C** Day **1** is the day **AFTER TENANT RECEIVED NOTICE** (Note: Number of days notice can be more than 60 days)

*Day 1 date*



### STEP 3

#### On the day after notice period expires (possession day), the tenant must vacate

**A** Possession day

*Possession day date*

### STEP 4

#### Apply for court order

**A** Day **AFTER POSSESSION DAY**

*Day after possession date*

**B** If tenant has not moved out, apply to Magistrates Court within 30 days from the day after the possession day, for an order terminating the tenancy and seeking possession of the premises (Court Form 12).