

Leaving your home

A guide to ending your tenancy



It's time to move on from your leased property.

You need to know what you're expected to take care of, and when. For details, you should refer to your copy of the lease agreement. If anything needs explaining, try the rental booklet that's handed out at the beginning of every tenancy, or **contact us**. In the meantime, here's a brief rundown of what you need to do.

- If you decide to leave the property at the end of your lease, the Residential Tenancies Act states that a minimum of 28 days* written notice must be given and rent must be paid to the end of the tenancy.
- Don't forget to allow for extra time, on top of the minimum notice period, if you're sending notice by mail.

The following table shows the total number of days to allow when a notice is sent by registered post.

**Remember to add extra days for any public holidays that fall within the postal period:

Minimum notice period	Posted Mon	Posted Tue	Posted Wed	Posted Thu	Posted Fri
Immediate	3	3	3	5	5
14 days	18	18	18	20	20
28 days	32	32	32	34	34
60 days	64	64	64	66	66
90 days	94	94	94	96	96
120 days	124	124	124	126	126



The following table shows the total number of days to allow when notice is given in person:

Minimum notice period	Posted Mon	Posted Tue	Posted Wed	Posted Thurs	Posted Fri
Immediate	-	-	-	-	-
14 days	16	16	16	16	16
28 days	30	30	30	30	30
60 days	62	62	62	62	62
90 days	92	92	92	92	92
120 days	122	122	122	122	122

- If you decide to leave the property at the end of a periodic tenancy, (ie. you are paying month to month) a minimum of 28 days prior written notice must be given.
- We understand that sometimes it's necessary to break your lease before the agreed time. Notice in writing should be given as soon as you know you need to leave your home. You'll have to pay the full rent until you find a replacement tenant for the property – but we'll do all we can to help you! Check your lease agreement for details of the re-letting costs you're expected to pay to reimburse the landlord in this situation.
- The notice in writing has to be signed by all tenants listed on the **Tenancy Agreement**. We can't accept emails as written notice, unless a signed letter is sent as a scanned attachment to an email. The signed letter can also be posted or faxed to our office.

* Please refer to the booklet 'Renting a home – A guide for tenants and landlords' for reasons and time periods relating to your notice to vacate.

** Excerpt and table from the booklet 'Renting a home – A guide for tenants and landlords'.

