

FORM 2A - Residential Tenancies Act 1995**NOTICE OF TERMINATION BY LANDLORD AT END OF
FIXED TERM TENANCY (GENERAL FORM)**

Note: A landlord may end a fixed term residential tenancy agreement at the end of the fixed term without specifying a ground of termination after giving at least 28 days notice to the tenant. If notice is not given, the agreement continues for a periodic tenancy, with a tenancy period equivalent to the interval between rental payment times under the agreement and with terms of agreement that in other respects are the same as those applying under the agreement immediately before the end of the fixed term.

To:
(insert name of tenant)

I give notice to deliver up vacant possession of the premises at:

.....
(insert address of rented premises)

on:/...../..... being a date that is not less than 28 days before this notice is given.
(insert date the fixed term ends)

Signature of landlord/agent: Date:/...../.....

Full name of landlord/agent

Address for service of landlord/agent:

.....

This notice was served on/...../..... by: ☐ personally handing it to the tenant
☐ mailing it to the tenant
☐ placing it in the tenant's letterbox
☐ faxing or emailing it to the tenant
☐ other [please specify]

INFORMATION FOR THE LANDLORD

1. This notice may be served on the tenant (or on an agent of the tenant)—
 - (a) personally; or
 - (b) by sending it by post addressed to the person at his or her last known place of residence, employment or business; or
 - (c) by leaving it in a letterbox or other place where it is likely to come to his or her attention at his or her last known place of residence, employment or business; or
 - (d) by fax or email to a fax number or email address provided by the person for the purposes of service under the Act.
2. You should retain a copy of this notice.

INFORMATION FOR THE TENANT

1. When you vacate the premises, you should leave them in a reasonable condition and in a reasonably clean state. If you do not, the landlord may recover from the bond, or from you directly, the costs of cleaning the premises, removing any rubbish, and so on.
2. You should contact the landlord or agent and arrange to meet him or her at the premises at an agreed time. With the landlord or agent, you can then inspect the premises and note on the Inspection Sheet (which you filled in and received at the start of the tenancy) the state of cleanliness of the premises and any damage that has occurred during the tenancy. You can then decide with the landlord or agent how much of the bond should be paid to you and to the landlord (respectively).
3. If possible you should agree on how the bond should be paid. If you do agree, both of you should complete and sign the Refund of Bond form and lodge it with Consumer and Business Services. Make sure that your forwarding address is included on the form so that all or part of the bond, or any future correspondence, can be sent to you. If agreement cannot be reached, you should contact Consumer and Business Services.
4. When you vacate the premises, ensure that you leave all the keys, remote controls and security devices with the landlord or agent, and notify the electricity entity, gas company, Australia Post, Telstra etc, so that the new tenants do not use gas, electricity and the telephone on your accounts, and so that mail can be forwarded to you.

*For further information contact Consumer and Business Services Ph: 131 882
Website: www.sa.gov.au/tenancy/renters*