

Notice of Requirement to Enter Premises

By Landlord/Agent

Please complete this form using **BLOCK LETTERS**

To _____ (name of tenant)	
the tenant under a residential tenancy agreement in respect of the property situated at: Postcode: _____	
I/We _____ (name of landlord / agent)	_____
of _____ (insert postal address)	Postcode _____
Business phone: _____	Home phone: _____
the landlord / agent under the residential tenancy agreement hereby give you notice that I require entry to the premises on: ____ / ____ / ____ at ____ am/pm.	

The reason access to the premises is required is as follows: (tick the reason that applies)	
<input type="radio"/>	To complete a condition report (24 hours notice)
<input type="radio"/>	To inspect the premises (7 days notice)
<input type="radio"/>	To carry out or inspect repairs or maintenance on the property (24 hours notice)
<input type="radio"/>	To show the premises to a prospective tenant (24 hours notice)
<input type="radio"/>	To show the premises to a prospective purchaser (24 hours notice)
<input type="radio"/>	To collect the rent (7 days notice)

It's important to note that the *Residential Tenancies Act* requires an entry into or inspection of premises must be carried out in the presence of the tenant unless:-

- The tenant has refused, other than on reasonable grounds, to be present at the time specified for the inspection;
- The tenant has, in writing, waived the right to appear or to be represented at the inspection;
- The tenant is not present at the premises at the time specified for inspection; and
- The entry is made in an emergency (section 72 of the Act).

Service of Notice

Notice given on: ____ / ____ / ____ By: Personally handing to the tenant
 Mailing it to the tenant

____ / ____ / ____

(Signature of Landlord / Agent)

(Date issued)

Important information regarding the giving of notices

Notices under the *Residential Tenancies Act 1999* are permitted to be given to a person personally or sent by post. When you are giving a notice to a person, address it to that person's last known place of business or residence. When you are giving a notice to a corporation, address it to the corporation's registered office in the Territory.

If 2 or more persons are the landlords or tenants under a tenancy agreement, a notice is duly given if given to any one of them.

The *Interpretation Act 1999* specifies how a notice should be given and how the time an action must be completed by is calculated.

A notice sent by post must be properly addressed and posted by prepaid post, and the giving of the notice is deemed to have been effected at the time at which the notice would be delivered to the person or corporation in the ordinary course of post. It should be noted that this will only apply in the absence of any contrary evidence.

When advising of the period in which an action must be completed, the period is counted in clear days starting the day after notice is given. Where the last day of any period falls on a Saturday, Sunday or Public Holiday, the action required may be done on the next working day.

PRIVACY STATEMENT

Consumer Affairs complies with the Information Privacy Principles scheduled to the Information Act.
To view the Consumer Affairs Privacy Statement, please access consumeraffairs.nt.gov.au or 08 8999 1999

AFFIDAVIT OF SERVICE

I, _____
(full name) (occupation)

of _____
(full address)

say on oath / affirm that

I did at _____ on _____
(time) (day) (month) (year)

duly serve the Tenant/Landlord _____
(tenant / landlords name)

with a NOTICE PURSUANT TO SECTIONOF THE *RESIDENTIAL TENANCIES ACT* (a true copy of which is annexed hereto and marked "A") by delivering a true copy of this Notice personally / by mail (delete whichever is not applicable) to the Tenant/Landlord at

(fully describe address/place of service)

I identified the tenant/landlord as follows:

(include how you identified the person served) (include any other details/conversations necessary including how service was effected eg. handing documents to person, placing documents on ground before the person)

(Signature)

Sworn/Affirmed at _____ this _____ day of _____ 20____

Before me: _____
(signature of witness)