



**FORM 4B - Residential Tenancies Act 1995**

**NOTICE OF TERMINATION BY TENANT AT END OF  
FIXED TERM TENANCY (GENERAL FORM)**

*Note: A tenant 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 landlord/agent. 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 landlord/agent)*

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 tenant: ..... Date: ...../...../.....

Full name tenant: .....

Address of tenant: .....  
.....

<p>This notice was served on ...../...../..... by:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> personally handing it to the landlord/agent</li> <li><input type="checkbox"/> mailing it to the landlord/agent</li> <li><input type="checkbox"/> placing it in the landlord/agent's letterbox</li> <li><input type="checkbox"/> faxing or emailing it to the landlord/agent</li> <li><input type="checkbox"/> other <i>[please specify]</i> .....</li> </ul>
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### **Information for the tenant**

1. This notice may be served on the landlord, or on an agent of the landlord—
  - (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.

### **Termination information**

1. When the tenant vacates the premises, he/she should leave them in a reasonable condition and in a reasonably clean state. If they are not, the landlord may recover from the bond, or from the tenant directly, the costs of cleaning the premises, removing any rubbish, and so on.
2. The tenant and landlord (or an agent) should arrange to meet at the premises at an agreed time. They can then inspect the premises and note on the Inspection Sheet (which was 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. The tenant and landlord can then decide how much of the bond should be paid to each.
3. If possible, the tenant and landlord should agree on how the bond should be paid. If the tenant and landlord do agree, both should complete and sign the Refund of Bond form and lodge it with Consumer and Business Services. Make sure that the tenant's forwarding address is included on the form so that all or part of the bond, or any future correspondence, can be sent there. If agreement cannot be reached, Consumer and Business Services should be contacted.
4. When the tenant vacates the premises, the tenant should ensure that the tenant leaves all the keys, remote controls and security devices with the landlord or agent, and notifies the electricity entity, gas company, Australia Post, Telstra etc, so that the new tenants do not use gas, electricity and the telephone on the tenant's accounts, and so that mail can be forwarded.