

## Notice by Landlord to Tenant of Intention to List Personal Information on a Tenancy Database

Please complete this form using BLOCK LETTERS

1.

To \_\_\_\_\_  
(Name of tenant/s)

of \_\_\_\_\_ Postcode: \_\_\_\_\_  
(Current address if known)

I/we, \_\_\_\_\_ the landlord/agent under a residential tenancy agreement in respect of the property situated at:

\_\_\_\_\_ Postcode: \_\_\_\_\_  
(Address)

Intend to list the following personal information on a tenancy database:

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2.

The reasons for listing the above personal information on a tenancy database is as follows:

(tick whichever applies)

- ☐ You have agreed in writing to the listing; or
- ☐ The Tribunal found that you breached the residential tenancy agreement and because of that breach;
  - ☐ i. you owe the landlord an amount that is more than the security deposit; or
  - ☐ ii. the Tribunal has made an order terminating the residential tenancy agreement.

### Service of Notice:

This notice was given on \_\_\_\_/\_\_\_\_/\_\_\_\_ by: ☐ Personally handing it to the tenant  
☐ Mailing it to the tenant  
☐ Via electronic service

\_\_\_\_\_  
(Signature of Landlord/ Agent)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)

### Please note:

**As the tenant, you have 28 days to review the personal information and make submissions objecting to its entry into the database or about its accuracy, completeness or clarity.**

\* Service of this notice is not required if:

- the tenant cannot be located after making reasonable enquiries;
- the information at the time of the listing is publicly available from court or Tribunal records; or
- the listing only involves an amendment to personal information under section 130 of the *Residential Tenancies Act 1999* \*

### Important information regarding the giving of Notices

Notices under the *Residential Tenancies Act 1999* are permitted to be given to a person personally, by post or via electronic means. When you are giving a Notice to a person, address it to that person's last known postal address, email address or 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.

For electronic service, service must be carried out in accordance with the *Electronic Transactions (Northern Territory) Act 2000*.

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 1978* specifies how a Notice should be given and the calculation of how the time and actions required must be completed.

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 the 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.

\* Please ensure that the correct number of days are allowed for each Notice 'e.g. the 28 days for the tenant to review and make submissions commences on the day after they have been served this notice'.

### PRIVACY STATEMENT

NT Consumer Affairs complies with the Information Privacy Principles scheduled to the *Information Act 2002*.

To view the NT Consumer Affairs Privacy Statement, please access [www.consumeraffairs.nt.gov.au](http://www.consumeraffairs.nt.gov.au) or 08 8999 1999

#### DARWIN

1<sup>st</sup> Floor, The Met Building, 13 Scaturchio Street  
PO Box, Casuarina NT 0811  
Tel: (08) 8999 1999 or 1800 019 319  
Fax: (08) 8935 7738  
Web: [www.consumeraffairs.nt.gov.au](http://www.consumeraffairs.nt.gov.au)

#### ALICE SPRINGS

Ground Floor, Green Well Building  
50 Bath Street  
PO Box 1745, Alice Springs, NT 0871  
Tel: (08) 8924 7052 Fax: (08) 8935 7738  
Email: [consumer@nt.gov.au](mailto:consumer@nt.gov.au)



**THE NORTHERN TERRITORY OF AUSTRALIA**  
**OATHS AFFIDAVITS AND DECLARATIONS ACT 2010**  
**UNATTESTED DECLARATION**

(1) Insert name and  
address of person  
making declaration

I, (1) .....

.....

(2) Here insert the  
matter declared to  
- either directly  
following the word  
"declare" or, if the  
matter is lengthy,  
insert the words "as  
follows" and  
thereafter set out  
the matter in  
numbered  
paragraphs

do solemnly and sincerely declare (2)

I did at ..... on ..... 20.....

(time)

(day)

(month)

(year)

duly serve the Tenant/s .....

(Tenant/s name)

with a NOTICE PURSUANT TO SECTION .....OF THE *RESIDENTIAL TENANCIES ACT 1999* (a true copy  
of which is annexed hereto and marked "A") by delivering a true copy of this Notice and supporting  
documents personally / by mail / by electronic service (delete whichever is not applicable) to the Tenant/s at

.....

.....

.....

(fully describe address/place of service)

I identified the Tenant/s as follows:

.....

.....

.....

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

This declaration is true and I know it is an offence to make a declaration knowing it is false in a  
material particular.

Declared at .....the .....day of ..... 20....

(3) Signature of the  
person making the  
declaration

(3)

.....

**NOTE: This declaration does not have to be witnessed**

**NOTE: This written declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.**

**NOTE: Making a declaration knowing it is false in a material particular is an offence for which you  
may be fined or imprisoned.**