

Notice of Requirement to Enter Premises By Landlord/Agent

Please complete this form using **BLOCK LETTERS**

To Mr/Mrs/Miss/Ms _____ <div style="text-align: center; font-size: small;">(name of tenant)</div>
the tenant under a residential tenancy agreement in respect of the property situated at: <div style="text-align: right; font-size: small;">Postcode: _____</div>
I/We _____ <div style="text-align: center; font-size: small;">(name of landlord / agent)</div>
of _____ Postcode: _____ <div style="text-align: center; font-size: small;">(insert postal address)</div>
Business phone: _____ Home phone: _____
Email: _____
a) The landlord/agent under the residential tenancies agreement hereby give you notice that I require entry to the premises on ___ / ___ / ___ at _____ am/pm

<p>The reason access to the premises is required is as follows:</p> <p>(tick the reason that applies)</p> <ul style="list-style-type: none"> <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 1999* (the Act) requires that an entry into or inspection of premises must be carried out in the presence of the tenant unless;

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

Service of Notice:

Notice was given on ____/____/____ by: Personally handing to the tenant
 Mailing it to the tenant
 Via electronic service

(Signature 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, 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.

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 or 08 8999 1999

**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 SECTIONOF THE *RESIDENTIAL TENANCIES ACT 1999* (a true copy of which is annexed hereto and marked "A") by delivering a true copy of this Notice 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.