

A notice or other document required to be given to a tenant under the Residential Tenancies Act and Regulation 2010 may be given or served as follows.

IN THE CASE OF A NATURAL PERSON

Delivering it:

- (i) to the tenant personally at the tenant's residential or business address, or
- (ii) personally to a person apparently of or above the age of 16 years at the tenant's residential or business address, or
- (iii) in an envelope addressed to the tenant and leaving it in a mailbox at the tenant's residential or business address, or

Sending it:

- by post to the address specified by the tenant for the giving or service of documents or, if no such address is specified, the residential or business address of the tenant last known to the person giving or serving the notice, or
- by facsimile transmission to the facsimile number of the tenant.

IN THE CASE OF A CORPORATION

(1) **Leaving** it with a person apparently of or above the age of 16 years at, or by sending it by post to:

- the head office
- a registered office or a principal office of the corporation or to an address specified by the corporation for the giving or service of documents, or

(2) **sending** it by facsimile transmission to the facsimile number of the corporation.

IN THE CASE OF A GOVERNMENT DEPARTMENT

Addressed to the head of the government department and:

- (1) **leaving** it at or by sending it by post to, any office of the government department, or
- (1) **sending** it by facsimile transmission to the facsimile number of the government department.

IN THE CASE OF MULTIPLE LANDLORDS OR TENANTS

If there is more than one landlord or tenant under a residential tenancy agreement, a notice required to be served on a tenant or landlord under the agreement is taken to be served on all the tenants or landlords under the agreement if it is served on one of the tenants or landlords.

MORE INFORMATION

NOTES

1. When counting days for the amount of notice required, the days in the notice period are calendar days, i.e. all days are counted including weekends and public holidays. DO NOT count the day the notice is served.
2. If notice is sent by post, add an extra 4 WORKING DAYS.
3. Use ordinary pre-paid post NOT registered mail.

TIPS

- If serving by mail allow an extra day(s) for service to be safe.
- Best practice to ensure no dispute as to the form of service would be to provide the CTTT a statutory declaration setting out the circumstances of the service.
- Keep a record of the posting in a mail book.
- Ensure that you complete the confirmation of receipt section on the agent's copy.