

Serving Notice

RTA 2018: Section 35

Notices for termination, rental increase, repairs, violation of rental agreement, material condition or violation of the Act may be served by a variety of methods as identified in the table below.

Valid Methods of Service	
By Tenant to Landlord	By Landlord to Tenant
<ul style="list-style-type: none"> • Sending it electronically where: (i) the notice is provided in the same or substantially the same form as the written notice or document; (ii) the landlord has provided an electronic address to receive documents; and (iii) it is sent to that electronic address. 	<ul style="list-style-type: none"> • Sending it electronically where: (i) the notice is provided in the same or substantially the same form as the written notice or document; (ii) the tenant has provided an electronic address for receipt of documents; and (iii) it is sent to that electronic address.
<ul style="list-style-type: none"> • Giving it personally to the landlord, 	<ul style="list-style-type: none"> • Giving it personally to the tenant.
<ul style="list-style-type: none"> • Giving it to a person 16 years of age or older who apparently lives with the landlord. 	<ul style="list-style-type: none"> • Giving it to a person 16 years of age or older who apparently lives with the tenant.
<ul style="list-style-type: none"> • Posting it in an obvious place on the landlord's premises. 	<ul style="list-style-type: none"> • Posting it in an obvious place on the tenants residential premises.
<ul style="list-style-type: none"> • Placing it in the landlords mailbox or under a door in the landlords premises. 	<ul style="list-style-type: none"> • Placing it in the tenants mailbox or under a door in the tenants residential premises.
<ul style="list-style-type: none"> • Sending it to the landlord by registered mail, express post, prepaid, at an address: (i) where the rent is payable; (ii) provided under subsection; or (iii) the landlord carries on business. 	<ul style="list-style-type: none"> • Sending it to the tenant by registered mail, express post, prepaid, at an address: (i) provided by the tenant; or (ii) where the tenant carries on business.

<ul style="list-style-type: none"> • Sending to the landlord by courier service at an address: (i) where the rent is payable; (ii) provided under subsection; or (iii) the landlord carries on business. 	<ul style="list-style-type: none"> • Having it delivered to the tenant by courier service at an address: (i) provided by the tenant; or (ii) where the tenant carries on business.
<ul style="list-style-type: none"> • Where the landlord is a company, a notice may be given personally to a director, manager or other officer of that company or by leaving it at, or sending it to the registered office of that company. 	

To request approval to serve a notice in a manner other than the methods identified, the form identified below and located in Appendix A of the Guide for Landlords and Tenants must be completed and submitted to the Residential Tenancies Office.

Form: [Application for Substituted Service](#)

Counting the Number of Days' Notice

Allowing for the proper number of days' notice is critical to ensuring the validity of the notice. For certainty, the day the notice is received by the tenant and the day the tenant is required to move out should not be included in counting the number days in the notice period required to be provided.