



LANDLORDS' ASSOCIATION (S.A.) INC.

GPO Box 2486, Adelaide SA 5001

Phone: 0419 804 509

Fax 08 8410 1551

email: lasa.info@landlords.org.au

Notice 1 – SERVICE OF TENANCY NOTICES

Landlords should make TWO (2) copies of all notices. Always retain one completed copy.

Once the tenant/s has been served with the notice, the landlord or the person who is authorised by the landlord to serve the notice should make a notation at the bottom of the landlord's copy:

- (a) circle or tick how the notice was served
- (b) to whom
- (c) date and time

Remember these notices are LEGAL DOCUMENTS and must be served in accordance within the requirements of the Residential Tenancies Act 1995, the Residential Tenancies Tribunal and the Service of Legal Documents Act.

In general, notices should be served by:

- (a) personally handing it to the tenant or their agent
- (b) handing the notice to any person over the age of sixteen if the tenant is not present at the premises
- (c) posting the notice to the tenant's address by ordinary post
- (d) leaving the notice in the tenant's letterbox
- (e) fax or email to the tenant

Whichever method you use to deliver a notice, you should always keep a copy for your own records.