

Notice of Landlord's Intention to Retain Security Deposit

Please complete this form using **BLOCK LETTERS**

To	_____ (name of tenant)
the former tenant under a residential tenancy agreement in respect of the property situated at:	
Postcode: _____	
I/We _____	_____ (name of landlord / agent)
of _____	Postcode _____
(insert postal address)	
Business phone: _____	Home phone: _____

The premises were vacated or abandoned on: ____ / ____ / ____

The landlord / agent under the residential tenancy agreement hereby give you notice that:

1. The following amounts are to be retained from the security deposit for the purposes of:

- making good damage to the premises or ancillary property: \$ _____
- replacing ancillary property lost or destroyed: \$ _____
- cleaning premises or ancillary property left in an unreasonably dirty condition: \$ _____
- replacing locks altered, removed or added by tenant without approval: \$ _____
- paying unpaid rent: \$ _____
- paying unpaid charges for electricity, gas or water payable by the tenant: \$ _____
- paying compensation to the Landlord under section 121 of the Act for Tenant's failure to vacate premises: \$ _____
- paying money ordered by the Commissioner of Tenancies or a court to be paid by the tenant: \$ _____

THE NORTHERN TERRITORY OF AUSTRALIA

Oaths Act

Statutory Declaration

(1) Insert name of person making the declaration I, (1) _____

(2) Insert address of person making the declaration of (2) _____

do solemnly and sincerely declare:

1. I am the landlord / agent (delete the inapplicable) of the premises situated at _____ (the "premises")

2. The premises have been let under tenancy agreement dated ___ / ___ / ___ (insert date)

3. The tenant is _____ (print name as stated in tenancy agreement)

4. *On the ___ / ___ / ___ (insert date) the tenant vacated or apparently abandoned the premises and vacant possession was provided.

*On the ___ / ___ / ___ (insert date) the premises were declared abandoned by the Commissioner of Tenancies and an Order was issued for the immediate possession of the premises by the landlord.

(*delete the inapplicable)

5. I have provided the tenant with a Notice in accordance with section 112(5) of the Residential Tenancies Act 1999 and attest to the truth of the claim that the retention of the security deposit is required for the purpose specified in the notice.

6. The following receipts, invoices or other documents are attached to this declaration and I attest that they relate to –

(a) the matters in respect of which part or all of the security deposit is being withheld; or

(b) the amount of unpaid rent owing under the agreement or money owing under section 121:

- a. _____
b. _____
c. _____
d. _____
e. _____

And I make this solemn declaration by virtue of the Oaths Act and conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at _____ the _____ day of _____ 20____

(3) Signature of the person making the declaration (3) _____

Before me

(4) Signature of the person before whom the declaration is made (4) _____

(5) Here insert name and contact address or telephone number of person before whom the declaration is made, legibly written, typed or stamped (5) _____

THIS DECLARATION MAY BE MADE BEFORE ANY PERSON WHO HAS ATTAINED THE AGE OF (18) EIGHTEEN YEARS

NOTE: A person who wilfully makes a false statement in a Statutory Declaration is liable to a penalty of \$2000 or imprisonment for 12 months or both

AFFIDAVIT OF SERVICE

I, _____
(full name) (occupation)

of _____
(full address)

say on oath / affirm that

I did at _____ on _____
(time) (day) (month) (year)

duly serve the Tenant/Landlord _____
(tenant / landlords name)

with a NOTICE PURSUANT TO SECTIONOF THE *RESIDENTIAL TENANCIES ACT* (a true copy of which is annexed hereto and marked "A") by delivering a true copy of this Notice personally / by mail (delete whichever is not applicable) to the Tenant/Landlord at

(fully describe address/place of service)

I identified the tenant/landlord as follows:

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

(Signature)

Sworn/Affirmed at _____ this _____ day of _____ 20____

Before me: _____
(signature of witness)