Enter date of letter

Tenants' names and address of rental property

Tenants' names

Dear

Date on which tenancy is due to expire

Your fixed term tenancy is due to expire on

I wish to know whether you intend to renew your tenancy or vacate the property when the fixed term expires. Please contact me to discuss these matters by

Method and date by which tenants should contact you

Advice on renting can be obtained from Housing Rights Service or your local Citizens Advice Bureau. You can read about your housing rights by visiting www.housingadviceNI.org.

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INFORMATION IN THIS YELLOW BOX WILL NOT PRINT

Landlord