

## Example Notice Timeline and Procedure to Terminate Tenancy

### Step 1

**Obtain all necessary\* licenses and permits for rental of residence, including:**

- Marin County Business License
- Marin County Environmental Health Services Division Permit to Operate (*if applicable*)
- Marin County registration for residential rental unit (*effective June 1, 2019*)

### Step 2

**Complete Form Notice of Termination (and any other applicable notice\*) and deliver to relevant tenant household (with supporting documentation, if required)**

- Generally, at least *120 days* prior to the intended final date of the tenancy for permanent removal of unit from rental market
- Generally, for other "No Fault" terminations:
  - at least *60 days* prior to the intended final date of tenancy when tenant has resided in the unit for one or more years
  - at least *30 days* prior to the intended final date of the tenancy when the tenant has resided in the unit for less than one year
- Generally, for "For Cause" terminations, at least *three business days* prior to the intended final date of the tenancy and after notice and opportunity to cure, if applicable

### Step 3

**Submit an accurate copy of the completed Form Notice of Termination to the County for each applicable tenant household (with supporting documentation, if required) *within 10 days after delivery to tenant household.***

Notices may be submitted online at [www.marincounty.org/justcause](http://www.marincounty.org/justcause) or mailed to:

Housing and Federal Grants Division  
Marin Community Development Agency  
3501 Civic Center Drive, Room 308  
San Rafael, CA 94903

### Step 4

**If tenant does not vacate the unit on or before the intended final date of tenancy, consult an attorney regarding a potential unlawful detainer action in court.**



\* Example does not account for all variations of the notice timeline and procedure to terminate a tenancy. Landlords and/or tenants may wish to consult a private attorney to ascertain the rights and responsibilities applicable to any particular situation.