

NOTICE TO PAY RENT OR QUIT

Date of Notice: _____

To (Tenant[s]): _____, and all other occupants

Rental Property: _____

City, State, ZIP: _____, _____

From (Landlord / Property Manager): _____

Mailing address: _____

Phone: _____ · Email: _____

Lease / Rental Agreement Dated (if any): _____

Dear _____:

PLEASE TAKE NOTICE that you are behind in your rent for the Rental Property. Within _____ days after service of this notice, on or before _____, you must do ONE of the following:

- **PAY** the full rent owed shown below, or
- **VACATE** the Rental Property and return possession to the Landlord.

This notice is given under (statute and lease section, if cited): _____

Rent Owed

Rental period	Rent due (US\$)	Amount paid (US\$)	Balance owed (US\$)
TOTAL RENT DUE			

The total above is rent only.

Late fees and other charges (if any) of \$_____ are also owed. They are not part of the amount you must pay by the deadline to keep your tenancy.

How to Pay

Payment must be received by the deadline above and made to:

Pay to: _____

Phone: _____

Address for in-person or mailed payment: _____

Days and hours accepted: _____

Accepted methods: _____

If you pay the full amount by the deadline, your tenancy will continue under its current terms. A partial payment does not cancel this notice unless the Landlord agrees in writing or state law requires otherwise.

If you neither pay in full nor vacate by the deadline, the Landlord elects to declare your rental agreement forfeited and may file an eviction lawsuit to recover possession of the Rental Property, together with unpaid

rent, damages, attorney's fees and court costs allowed by your rental agreement and the law. Only a court can order you removed. The Landlord will not change the locks, remove your belongings, or shut off utilities to force you to leave.

Sincerely,

Landlord / Authorized Agent Signature

Printed name and title: _____

Date: _____

CERTIFICATE / PROOF OF SERVICE

I declare that I served this Notice to Pay Rent or Quit on the tenant(s) named above as follows (check one):

- ☐ **Personal delivery:** handed to the tenant in person.
- ☐ **Substituted service:** left with a person of suitable age and discretion at the property, and a copy mailed to the tenant at the property.
- ☐ **Posting and mailing:** posted in a conspicuous place at the property, and a copy mailed to the tenant at the property.
- ☐ **Certified mail,** return receipt requested. Tracking no.: _____
- ☐ **Other method** allowed by state law or the rental agreement: _____

Detail	Entry
Served on (tenant name)	
Date served	
Time served	
Address where served	
Served by (printed name)	

I declare under penalty of perjury under the laws of the State of _____ that the foregoing is true and correct.

Signature of Person Serving Notice

Date: _____