

# NOTICE TO PAY OR QUIT FOR NON-PAYMENT

Date: \_\_\_\_\_ (mm/dd/yyyy)

Rental Address ("Premises"):

Street: \_\_\_\_\_ Unit # (if any): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

This notice is being sent to \_\_\_\_\_ ("Tenant(s)") and all residents, occupants, and/or subleasees associated with aforementioned Premises.

In accordance with the Lease Agreement and State laws, Tenant(s) is being notified by the Landlord and given the following instructions:

Within \_\_\_\_\_ (#) days after the date and time you receive this notice, the Landlord demands the amount due:

**Past Rent:** \$ \_\_\_\_\_ For period of: \_\_\_\_\_

**Late Fees:** \$ \_\_\_\_\_ Details: \_\_\_\_\_

**Other Fees:** \$ \_\_\_\_\_ Details: \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

If Tenant(s) does not pay this rent by the date stated below, your tenancy will be terminated, and you will be required to move.

Date and time by which rent must be paid: Date: \_\_\_\_\_ (mm/dd/yyyy) Time: \_\_\_\_\_ (  AM |  PM )

If Tenant(s) pays rent in full before the date and time above, Tenant(s) does not have to move. If Tenant(s) does NOT pay rent or move by the date and time above, a lawsuit may be filed by Landlord to evict Tenant(s).

Landlord Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATE OF SERVICE

I (Landlord) certify that on \_\_\_\_\_ (mm/dd/yyyy), I served this notice to \_\_\_\_\_ (Tenant / Recipient name) by:

- Delivering it personally to the person/Tenant(s) in possession of the Premises.
- Delivering it to the Premises to a member of the Tenant's family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.
- Certified first-class mail addressed to the person in possession.

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_