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SAMPLE THREE DAY NOTICE TO PAY RENT OR VACATE

The following sample is not intended as legal advice

Name:

Address:

Telephone:

WITHIN THREE (3) DAYS after this service of this notice upon you, you are hereby required to pay in full, rent now due and owing on the premises at the above address, which premises you now occupy as tenant of the undersigned, said rent amounting to the sum of \$_____ composed of the following:

Delinquent Rent

Period for Rent Due (commencing & ending):

Rent Due:

Late Fee:

Amount Paid:

Delinquent Amount:

Other Sums Owed:

TOTAL DUE - Delinquent Rent & Other

OR, in the alternative, you are required, within such period of **THREE DAYS, TO VACATE SAID PREMISES** and deliver possession to the undersigned landlord(s), or his duly authorized agent. Vacating the premises does not release you from the legal liability for payment of past due rent, nor does it release you from your responsibility to perform on the balance of your lease. In the event of your failure to pay the said rent or vacate the said premises within such period of **THREE DAYS**, you will be unlawfully detaining possession of said premises, you will be liable for damages for such unlawful detainer, and action will be commenced against you for the rent accrued and for damages of three times the rent for the period you are unlawfully detaining possession of said premises together with court costs and attorney's fees.

Dated this _____ day of _____, 20_____

Owner/Managing Agent's Signature

Address: _____ City, State, Zip _____

RETURN OF SERVICE

I certify that service of this notice was delivered to (name) _____ at (address) _____ by:

_____ sending a copy through certified or registered mail, addressed to the tenant at his place of resident, OR

____ leaving a copy with _____, a person of suitable age and discretion at the tenant's residence or place of business and by mailing a second copy to the tenant at said residence, or place of business, OR

____ by affixing a copy in a conspicuous place on the rented premises, and mailing a copy to the tenant at his place of residence.

Signature of Server Date/Time:

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