

NOTICE TO PAY RENT OR SURRENDER POSSESSION

DATE: [Date of Notice]

TO TENANT(S):

[Tenant Name 1]

[Tenant Name 2]

And all other occupants in possession of the premises.

PROPERTY ADDRESS:

[Full Address of Rental Property]

[City, State, Zip Code]

NOTICE IS HEREBY GIVEN that you are currently in default of your lease agreement for the non-payment of rent for the following period(s):

- [Month/Period]: \$[Amount]
- [Month/Period]: \$[Amount]
- Late Fees (if applicable): \$[Amount]

TOTAL AMOUNT DUE: \$[Total Amount]

You are required to pay the total amount due in full within [Number of Days, e.g., 3 or 5] days from the date of service of this notice. Payment must be made to [Landlord Name/Management Company] at [Address where payment should be delivered].

If you fail to pay the full amount or vacate the premises within the time period specified above, legal proceedings will be initiated against you to recover possession of the premises, to recover the unpaid rent, and for any applicable court costs and attorney fees.

This notice is intended to terminate your lease agreement if the default is not cured. This is the only notice you will receive regarding this matter.

Sincerely,

[Landlord/Property Manager Signature]

[Printed Name]

[Phone Number]

[Email Address]

PROOF OF SERVICE

On [Date], I served this notice by:

[] Delivering a copy to the tenant personally.

- Leaving a copy with a person of suitable age at the residence.
- Posting a copy in a conspicuous place on the property (Certified Mail also sent).