

NOTICE TO QUIT FOR UNAUTHORIZED OCCUPANCY

Date: [Date]

To: [Name of Legal Tenant(s)]
And all other occupants in possession of the premises.
Address: [Full Property Address]

Dear [Tenant Name],

You are hereby notified that you are in violation of your residential lease agreement dated [Lease Start Date] for the premises located at the address listed above.

Reason for Notice: You are currently harboring an unauthorized occupant(s) in the dwelling unit. This is a direct violation of Section [Section Number] of your lease agreement, which states that only individuals listed on the lease may reside at the property.

Required Action: You are required to perform one of the following within [Number of Days, e.g., 3 or 7] days from the date of service of this notice:

- Ensure the unauthorized occupant(s) permanently vacates the premises.
- Vacate the premises and return all keys to the landlord.

Failure to comply with this notice will result in the commencement of legal proceedings to recover possession of the premises, which may include the filing of an eviction lawsuit. You may also be held liable for court costs and attorney fees.

Please contact [Landlord/Manager Name] at [Phone Number] immediately to confirm that the violation has been corrected.

Sincerely,

[Landlord/Property Manager Signature]
[Printed Name]
[Address]
[Phone Number]

Proof of Service

I, the undersigned, being at least 18 years of age, declare that I served this notice on [Date] by:

- Delivering a copy to the tenant personally.
- Leaving a copy with a person of suitable age and discretion at the residence.
- Posting a copy in a conspicuous place on the property and mailing via certified mail.

Signature of Server: _____