

THREE-DAY NOTICE TO PAY RENT OR QUIT

DATE: [Current Date]

TO TENANT(S): [Tenant Names]
AND ALL OTHERS IN POSSESSION:
PROPERTY ADDRESS: [Full Address of Rental Property]

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

[List Months/Periods and Amount Owed]

TOTAL AMOUNT DUE: \$[Total Amount]

WITHIN THREE (3) DAYS after service of this notice, you are required to pay the total amount due in full or deliver possession of the premises to the landlord/owner.

Payment should be made to: [Name of Landlord/Manager]
At the following address: [Address where payment should be delivered]

If you fail to pay the full amount or vacate the premises within three (3) days, legal proceedings will be instituted against you to recover possession of the premises, to recover the rent due, and to seek damages and court costs as permitted by law.

Sincerely,

[Landlord/Property Manager Signature]
[Print Name]
[Phone Number]

PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, 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 and mailing a copy.
- Posting a copy in a conspicuous place on the property and mailing a copy.

Signed: _____