

NOTICE TO PAY RENT OR QUIT

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip Code]

NOTICE IS HEREBY GIVEN that you are currently in default of your lease agreement for the premises located at the address above. You have failed to pay the rent due for the period(s) listed below:

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- Late Fees: \$[Amount]
- **TOTAL DUE: \$[Total Amount]**

Within [Number of Days, e.g., 3 or 5] days from the date of service of this notice, you are required to pay the total amount due in full or vacate the premises and deliver possession to the landlord.

Payment should be made to: [Landlord/Manager Name]

Payment Location: [Address where payment should be delivered]

If you fail to pay the total amount or move out by the deadline, legal proceedings will be commenced against you to recover possession of the premises, to recover the rent due, and to seek damages as permitted by law.

Sincerely,

[Landlord Signature]

[Landlord Name]

[Phone Number]

[Email Address]

PROOF OF SERVICE

I, [Name of Person Serving], 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/business.

☐ Posting a copy in a conspicuous place on the property and mailing a copy via certified mail.

Signature of Server: _____