

NOTICE TO PAY RENT OR SURRENDER POSSESSION

Date: [Date]

To: [Tenant Name(s)]

Address: [Rental Property Address]

PLEASE TAKE NOTICE that you are currently in default of your lease agreement for the premises located at the address above.

As of [Current Date], you owe unpaid rent in the total amount of \$[Total Amount Owed]. This amount is broken down as follows:

- [Amount] due from [Date Period]
- [Amount] due from [Date Period]
- [Amount] in late fees (if applicable)

WITHIN [Number of Days, e.g., 3 or 5] DAYS after service of this notice, you are required to pay the full amount listed above in the form of [Form of Payment, e.g., Cashier's Check/Money Order]. Payment should be delivered to:

[Landlord Name or Management Company]
[Payment Address]
[Office Hours]

IF YOU FAIL TO PAY the total amount due 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 rent due, and to seek damages, court costs, and attorney's fees.

This notice is intended to be a formal demand for payment and is served pursuant to the laws of the State of [State Name].

Sincerely,

[Landlord/Agent Signature]
[Landlord/Agent Printed Name]
[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 at the residence and mailing a copy via first-class mail.

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