

# NOTICE TO QUIT / NOTICE TO VACATE

**Date:** [Current Date]

**To:** [Name of Occupant(s) if known] and all other occupants.

**Property Address:** [Full Address of the Property]

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TAKE NOTICE that you are occupying the premises located at the address above without legal right, title, interest, or the permission of the owner.

You are hereby required to vacate the premises and remove all your personal belongings within [Number of Days, e.g., 3 or 7] days from the date of service of this notice.

Your deadline to vacate is: **[Deadline Date and Time]**

If you fail to vacate the premises by the date specified above, legal proceedings will be commenced against you to recover possession of the property, to seek damages for your unauthorized use of the premises, and to recover costs associated with the legal action.

**Owner/Agent Signature:** \_\_\_\_\_

**Printed Name:** [Name of Owner or Authorized Agent]

**Contact Information:** [Phone Number/Email]

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## Proof of Service

I, [Name of Person Serving Notice], declare that I served this notice on [Date of Service] by:

- Handing a copy to the occupant(s) personally.
- Leaving a copy with a person of suitable age and discretion at the premises.
- Posting a copy in a conspicuous place on the property (e.g., the front door).

**Server Signature:** \_\_\_\_\_