

## NOTICE TO PAY RENT OR QUIT

Date: [Date of Notice]

To: [Tenant Name(s)]

And all other occupants in possession of the premises located at:

[Full Property Address]

**PLEASE TAKE NOTICE** that you are currently in default in the payment of rent for the above-described premises.

The amount of rent currently owed is as follows:

- Rent Period: [Start Date] to [End Date] - Amount: \$[Amount]
- Rent Period: [Start Date] to [End Date] - Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

WITHIN [Number of Days, e.g., 3 or 5] DAYS after service of this notice upon you, you are required to pay the total amount due in full or deliver up possession of the premises to the undersigned.

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

At the following address: [Address where payment should be sent/dropped off]

If you fail to pay the total amount due or vacate the premises within the period specified above, legal proceedings will be instituted against you to recover possession of the premises, to recover the rent due, and to seek any other damages allowed by law, including court costs and attorney fees.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Phone Number]

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## 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/business.

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

Signature of Server: \_\_\_\_\_