

# NOTICE TO PAY OR VACATE (RENT PAYMENT DEMAND)

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Tenant Name(s))

**Property Address:**

Street: \_\_\_\_\_ Unit # (if any): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

You are notified that you owe rent in the amount of \$\_\_\_\_\_. This amount does not include any late fees that you may also owe. You may not be evicted for non-payment of late fees.

Pursuant to the terms outlined in your Lease and the statutes applicable in this State, following the issuance of this notice to you, the following directives are hereby provided:

**NOTICE OF UNPAID AMOUNT.** Within \_\_\_\_\_ days, the Landlord requests the settlement of the following amounts:

- Outstanding Rent: \$[AMOUNT] Covering the period: [RENT PERIOD]
- Late Fees: \$[AMOUNT] Breakdown: [DETAILS]
- Additional Charges: \$[AMOUNT] Breakdown: [DETAILS]

**Total Outstanding Amount:** \$[TOTAL AMOUNT DUE]

**Instructions for Payment:** [PAYMENT INSTRUCTIONS]

Failure to remit the specified payment within the stipulated timeframe will necessitate the Tenant to vacate the Premises and surrender possession.

**FURTHERMORE,** FAILURE TO COMPLY with the Lease terms may result in the Landlord seeking forfeiture, leading to legal action for rent and possession recovery. This could lead to a court judgment, including expenses and potential statutory damages for unauthorized property retention.

Signature of Landlord: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## CERTIFICATE OF SERVICE

### I. DECLARATION.

I, [SERVER'S NAME] ("**Server**"), attest under penalty of perjury that an eviction notice was delivered as follows:

**II. RECIPIENT.** The notice was provided to:

**Defendant/Respondent:** [RECIPIENT'S NAME] ("Recipient")

**Location:** [ADDRESS/LOCATION]

**Date and Time:** [DATE] Time: [TIME]  AM  PM

**III. DELIVERY.** The eviction notice was received by: (select one)

Mail. Sent by:

- Standard Mail
- Certified Mail (with return receipt)
- FedEx
- UPS
- Direct Service. Handed directly to the Recipient.
- Rejected Delivery. Presented in-person but not accepted.
- Other: [OTHER DELIVERY METHOD].

**IV. VERIFICATION.** I affirm under penalty of perjury, pursuant to state laws, that the above is true and accurate.

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

**Printed Name:** \_\_\_\_\_