

3 DAY NOTICE INSTRUCTION FORM

A Proper Three Day Notice is Crucial to a Successful Eviction Action

- ___ 1) Address notice to ALL adult occupants (full names, first and last, not Ms., Mr., Etc.), including those who have moved out during the lease term, or who may have established tenancy. A full and complete address is necessary (I.e., Unit A or B, left or right side, main house, upstairs, etc.). **DO NOT FORGET THE COUNTY.**
- ___ 2) Date the notice on the day you are serving it.
- ___ 3) Fill in the exact, undisputed amount of RENT owed. In only certain circumstances can you put in late charges. (Call our office for information on this, if necessary.)
- ___ 4) Fill in the expiration day “*on or before* _____”.
You do not count the day of delivery, and the notice will expire after the third business day (excluding Sat., Sun., and legal holidays) from date of delivery. E.g., deliver Monday, expires at the end of Thursday; deliver Wednesday, expires at the end of Monday. (Unless a holiday is in between).
- ___ 5) Fill in your complete name and address. If you are an agent, sign as agent and put your company’s name in.
- ___ 6) Actual Service:
- ___ a) Copy your notice and put original in your file. Take copy and serve by posting on door (if no one is home) or hand deliver in person. Do not serve to anyone except an adult who resides at the property. Never serve to guests, children or babysitters.
- ___ b) When you return to your home or office complete the “Certificate of Service” on your original describing how and to whom it was served.
- ___ c) If you are afraid to serve a notice or live out of state, a Process Server may do so. Call our office for information and assistance.
- ___ d) If you are going to mail the notice, call our office first. It is tricky and will delay the process significantly, but is possible.
- ___ e) **NOTE:** IF YOUR TENANT TRIES TO PAY THE FULL AMOUNT OF RENT OWED PRIOR TO THE EXPIRATION OF THE 3 DAY NOTICE, YOU MUST ACCEPT THE RENT. IF YOU ACCEPT A PARTIAL PAYMENT, IMMEDIATELY SERVE A NEW AND REVISED THREE-DAY NOTICE FOR THE BALANCE OWED.