**NOTICE TO PAY OR QUIT FOR NON-PAYMENT**

Date: [MM/DD/YYYY]

To: [TENANT NAME(S)]

Rental Address:

Street: [RENTAL STREET ADDRESS] Unit # (if any): [#]

City: [RENTAL CITY] State: [RENTAL STATE]

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

If you do not pay this rent by the date stated below, which must be at least [#] days after the date and time you receive this notice, your tenancy will be terminated, and you will be required to move.

**Date and time by which rent must be paid:**

Date: [MM/DD/YYYY] Time: [HH:MM] ([ ]  AM | [ ]  PM)

If you pay your rent in full before the date and time above, you do not have to move.

**If you do NOT pay your rent or move by the date and time above,**

**a lawsuit may be filed to evict you.**

Landlord / Agent Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/) Printed Name: [PRINTED NAME]

# - - - - - - - - - - - - - - - - CERTIFICATE OF SERVICE - - - - - - - - - - - - - - - -

I certify that on [MM/DD/YYYY] I served this notice to [TENANT / RECIPIENT NAME] by:

[ ]  - Delivering it personally to the person in possession of the Premises.

[ ]  - Delivering it to the Premises to a member of the Tenants’ family or household or an

 employee of suitable age and discretion with a request that it be delivered to the

 person in possession.

[ ]  - Certified first-class mail addressed to the person in possession.

Landlord / Agent Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)