

3-DAY NOTICE TO PAY RENT OR VACATE PREMISES

TO: _____ and to all persons
in possession of the premises commonly known as: _____

YOU AND EACH OF YOU ARE HEREBY NOTIFIED THAT rent for the premises described
above is now due and owing in the amounts set forth below:

Monthly Rent:	\$ _____
Months Not Paid:	_____
Total Rent Due:	\$ _____
Total Late Fees/NSF:	\$ _____
Total Amount Owed:	\$ _____

**YOU ARE INSTRUCTED TO PAY THE TOTAL AMOUNT OWED TO THE UNDERSIGNED
OR VACATE THE PREMISES WITHIN THREE (3) DAYS OF SERVICE OF THIS NOTICE.**

In the event that the total amount owed to the Landlord is not paid in full and the premises are not vacated and possession of same returned to the Landlord, a lawsuit to evict and dispossess you will be commenced in the Superior Court of Washington for Thurston County pursuant to RCW Chapter 59.18.

DATED this _____ day of _____, 20____ .

LANDLORD / AGENT

Sign

Print Name

Address

City State Zip

INSTRUCTIONS FOR SERVING AN EVICTION NOTICE IN WASHINGTON

These instructions are for general information and not a substitute for legal advice.

Service of notices is strictly construed against the landlord. Even if you can prove the tenant actually received the notice, failure to strictly adhere to the service methods will result in dismissal of the eviction action. There are three acceptable means to serve a notice on a tenant.

1. Delivering a copy personally to each adult occupant; or
2. Substitute service on some person of suitable age and discretion **AND** mailing a copy (or combined copies) so that each adult occupant receives a copy; or
3. If neither the tenant nor a person of suitable age and discretion is present then affixing a copy of the notice in a conspicuous place on the premises **AND** mailing a copy (or combined copies) so that each adult occupant receives a copy.

Always knock first. A good tenant attorney might cross-examine the landlord witness as to whether the notice was posted without inquiring if anyone was present. If so, the case will be dismissed.

Mailing. Mailing means using the United States Postal Service regular first class mail, unless the lease specifies that notices must be sent by certified mail. Mailing alone is **NEVER** sufficient, and is used in conjunction with alternative service as outlined in Nos. 2 and 3 above. When mailing is required, one day is added by rule before the landlord can take further action. Mail from the same county where the property is located.

More than one occupant. If there is more than one person living in the property it is important to serve enough copies for each person. If someone answers the door, hand that person enough copies of the notice for everyone and mail copies to each occupant. Likewise if posting a copy, mail copies to each occupant. This does ***not*** mean each tenant separately named on individual notices. It means exact copies of one notice, each of which lists the names of all tenants. Do not name unauthorized occupants, but **DO** serve enough copies to account for them.

Rent. Do not demand deposits, utilities, or other non-rent items on the 3-day pay rent or vacate notice. These items should be on a notice to comply or vacate.

Do not serve these instructions on the tenant.

**DECLARATION OF SERVICE OF
3 DAY NOTICE TO VACATE**

I, _____, declare:

1. I am now, and at all times mentioned herein, a citizen of the United States, resident of the State of Washington, over the age of eighteen years. I make this declaration based on my own personal knowledge. I am competent to testify to the matters herein.

2. On _____, 20____, at approximately _____ am/pm, I served a 3-Day Notice to Vacate the Premises located at: _____, Thurston County, Washington, by:

a) personally handing a true and correct copy to _____, tenant under the Lease, (hereinafter the "Tenant"); **OR**

b) personally handing a true and correct copy to _____, a person of suitable age and discretion who was then resident therein, accepting same on behalf of Tenant, and mailing a copy addressed to the Tenant; **OR**

c) posting a copy of the 3-Day Notice to Pay Rent or Vacate in a conspicuous location at the premises, there being no one of suitable age and discretion located on the premises, and mailing a copy addressed to the Tenant.

I declare under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.

DATED this ____ day of _____, 20____, at _____, Washington.

_____, Declarant

(PRINT NAME)