

## NOTICE TO PAY OR QUIT FOR NON-PAYMENT OF RENT

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

\_\_\_\_\_  
(Rental Unit Street Address)

\_\_\_\_\_  
(Rental Unit City/State/Zip)

You (tenant) owe past-due rent in the amount of \$\_\_\_\_\_.

If you do not pay the past-due rent amount in full by \_\_\_\_\_ (date),  
your tenancy will be terminated and you will be required to move out of the rental unit.

In addition, a lawsuit may be filed against you.

### **For tenants over the age of 60 or with mental and/or physical disabilities:**

You have the right to request a 30-day extension in writing. However, you must provide proof of age and/or disability. Unless the landlord can show that granting such an extension would create a financial hardship on themselves, the landlord shall grant the extension.

### **For tenants or members of the household who are federal, tribal, or state workers:**

If you are experiencing a work shutdown, you may request an extension dating from the beginning of the shutdown through 30 days after the end of the shutdown. Unless the landlord can show that granting such an extension would create a financial hardship on themselves, the landlord shall grant the extension.

Today's Date: \_\_\_\_\_

Signature of party completing this notice:

\_\_\_\_\_

Printed Name and Title (i.e. landlord, property manager, etc.):

\_\_\_\_\_

.....

**Tenant's Acknowledgement**

On \_\_\_\_\_ (date) at \_\_\_\_\_ (time), tenant acknowledged receipt of this notice.

\_\_\_\_\_  
Tenant Signature and Date

.....

**Certificate of Service**

I certify that I personally served this notice on the following person:

\_\_\_\_\_

OR

I attempted to make personal service on the tenant(s) named above but no one appeared. I believed tenant(s) to be absent, so I left a copy with someone of suitable age and discretion AND mailed a copy of the notice to the tenant.

OR

I attempted to make personal service on the tenant(s) named above but no one appeared. I believed tenant(s) to be absent, so posted a copy of the notice in a conspicuous place at the rental unit AND mailed a copy of the notice to the tenant.

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

Signature of person attempting service:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Badge/License Number: \_\_\_\_\_