

NOTICE TO PAY RENT AND SURRENDER POSSESSION

Tenant Name(s):

Property Address:

Notice is hereby given that, pursuant to the Tenant-Landlord Rental Agreement by which you hold possession of the above described premises, there is now past due unpaid rent and other charges for said premises in the sum total of \$ _____ that became due as follows:

<u>Date of Charge</u>	<u>Charge Type</u>	<u>Amount Due</u>	<u>Amount Paid</u>	<u>Total Due</u>
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
Total Due:				\$ _____

Within three days after service of this notice upon you, you are to pay the total balance due of past due rent and charges in full to your Landlord, _____ at _____, or deliver up possession of the premises to your Landlord. If you fail to comply, legal proceedings will be commenced against you to recover possession of the premises, to declare the written rental agreement forfeited, to recover any attorneys fees and court costs, and rents due and all other charges authorized under the legal rental agreement for the unlawful detention of the premises.

Termination of Tenancy and Demand for Possession

You are further notified that even if the past due rent and charges are paid within the three day period as specified above, that the tenancy of the premises will be terminated _____ days from the date of this notice, and you and all of your personal property must be removed from the premises on or before _____. If you fail to vacate the premises by that date, an unlawful detainer action will be filed to evict you as an unlawful holdover tenant. **If you are in doubt regarding your legal rights and obligations as a tenant, it is recommended that you seek legal assistance.**

Date: _____

Signed by: _____
Property Owner/Manager

PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served this Notice, of which this is a true copy, on the above-mentioned tenant in possession in the same manner as indicate below:

- I personally delivered a copy to the Tenant.
- I personally delivered a copy to a person of suitable age and discretion at Tenant's residence/business address and mailed a copy addressed to Tenant at his/her place of residence
- I affixed a copy of this Notice in a conspicuous place on the property and mailed a copy to Tenant at his/her place of residence.

Executed at _____ City, State of _____, this ____ day of _____, 20____.