

INSTRUCTIONS FOR COMMERCIAL NOTICE TO TERMINATE TENANCY

Notice to terminate tenancy. The “twenty-day” notice to terminate a tenancy may only be used to terminate a month-to-month tenancy, not an unexpired lease. The date of termination is *not* twenty days from the date of service. Rather, the date of termination is the last day of a rental period (typically a calendar month) and must be served at least twenty days in advance—or a longer period if the lease so requires. After the termination date, if the tenant does not vacate the landlord must follow the same unlawful detainer litigation process as with any other eviction, such as non-payment of rent, etc.

Serving natural persons/sole proprietors:

1. Delivering a copy personally to each adult tenant; OR
2. Substitute service of enough copies for all adults on some person of suitable age and discretion and mailing a copy to the tenant; OR
3. After knocking, if no one of suitable age and discretion is available, then conspicuously posting enough copies for each adult occupant and mailing a copy to each adult occupant.

Serving business entities (corporations, LLCs):

1. Delivering a copy at the rental property to any officer, agent, or person having charge of the business’ OR
2. If no officer, agent, or person having charge of the business can be found, then conspicuously a copy and mailing a copy to the rental property

Mailing. When mailing is required regular first class is fine unless the lease requires certified. Mailing alone is *never* sufficient, *even if* the tenant actually receives the document. See above under **Service**. Mailing does *not* mean the landlord placing the notice in the tenant’s mailbox. Mailing means utilizing the US Postal Service. 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, post enough copies for each adult occupant and also 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.

Please Note – While you may not contract for shorter notice periods than required by statute, you may agree to longer periods. Check your lease. If it states the tenant is to receive a longer notice period than is called for in the statute and in our standard forms, you must edit the forms appropriately.

Contact us with any questions.
Eller Law Firm PLLC
206-801-1188
WashingtonEvictions.com

DO NOT SERVE THIS PAGE OF INSTRUCTIONS ON THE TENANT

This page of instructions is for your informational purposes. Serve only the notice itself. Please do not serve this page of instructions on the tenant.

NOTICE TO TERMINATE TENANCY

TO:

AND ALL OTHERS OCCUPYING THE PROPERTY LOCATED AT:

[Enter property address.]

YOU ARE NOTIFIED that your tenancy of the premises is terminated on _____ (last day of rental period) and on that day you will be required to surrender possession of the premises to the Landlord. Judicial proceedings may be instituted for your eviction if you do not surrender possession of these premises on or before the date set forth above.

DATED: _____.

Signature of landlord or landlord's agent

Print Name: _____

Address:
