


INSTRUCTIONS FOR SERVING AN EVICTION NOTICE IN SEATTLE

 These instructions are for the City of Seattle. Even in Seattle, these instructions are general information and not a substitute for legal advice.

Service of eviction notices is strictly construed against the landlord. Even if the landlord can prove the tenant actually received the eviction notice, in a Seattle eviction court hearing the landlord must prove strict adherence to the legal requirements for serving an eviction notice. There are three legally acceptable means to serve an eviction notice on a Seattle residential tenant.

1. Delivering a copy personally to each adult occupant.
2. Substitute service on some person of suitable age and discretion **AND** mailing a copy to each adult occupant.
3. If neither the tenant nor a person of suitable age and discretion is present then affixing a copy of the notice for each tenant in a conspicuous place on the premises **AND** mailing a copy to each adult occupant.



Always knock before posting. Seattle residential tenants get a free attorney. A good Seattle tenant attorney might cross-examine the landlord witness as to whether the eviction notice was posted without first inquiring if anyone was present.

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. Mailing does *not* mean the landlord placing the notice in the tenant's mailbox. Mailing means utilizing the US Postal Service. Mail eviction notices from King County for Seattle residential tenants.

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, post enough copies for each 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.

Posting. When posting, eviction notices must be posted in a conspicuous manner.

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. Itemize all rent amounts by month. Itemize late fees separately from the rent and also by month, or a better practice is to put late fees on a notice to comply or vacate.

Do not serve this page of instructions on the tenant.

NOTICE TO PAY RENT OR VACATE—SEATTLE

TO: _____

AND TO ALL PERSONS IN POSSESSION

You and each of you are notified that rent for the premises commonly known as

_____.

Seattle WA 98_____

is in arrears in the amount indicated:

rental period(s)	amount
_____	_____
_____	_____
_____	_____
_____	_____

YOU MUST PAY THE RENT WITHIN THREE (3) DAYS OR VACATE THE PREMISES.

Pursuant to RCW 59.12.030 and SMC 22.206.160 C(1)(a) you are instructed within 3(three) days of service of this notice to pay the rent or vacate. If you fail to comply with this notice your landlord may sue you in an unlawful detainer action and seek possession and other all remedies, relief, and damages allowed by law.

A Seattle tenant who habitually fails to pay rent when due which causes the owner to notify the tenant in writing of late rent four (4) or more times in a twelve (12) month period is subject to eviction. If you have been served more than one type of notice you must comply with each and every notice by the applicable deadlines stated in the various notices. A different deadline in another notice does not extend the deadline in this notice. Each notice requires compliance with its terms. Compliance with one notice is not compliance other notices.

DATED _____, 20_____.

Signature of landlord or agent

Print Name

Address