

COMMERCIAL NOTICE TO PAY RENT OR VACATE

Service of notices is strictly construed against the landlord. Failure to strictly adhere to the service methods may result in dismissal of the eviction action.

Serving natural persons/sole proprietors/partnerships:

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
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

What to include. Under current case law it is not clear whether lease provisions defining other financial obligations as ‘additional rent’ are enforceable. The safer course is to put triple net and any charges that are not rent in the narrow sense on a separate comply or vacate notice. Both a pay rent or vacate notice and a comply or vacate notice can be served at the same time.

Mailing. Mail from the same county where the rental is located. Mailing alone is never sufficient, no matter the lease language and/or whether the tenant actually received the notice. When mailing is required regular first class is fine unless the lease requires more.

Posting. Notices must be posted in a conspicuous manner. Therefore, do *not* slide it under the door or through the mail slot, etc.

Longer cure periods by contract. While you may not contract for shorter notice periods than required by statute, you may agree to longer periods. Check. If your lease gives the tenant a longer notice period, edit the forms appropriately.

Contact us with any questions.



Eller Law Firm PLLC

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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.

1 **NOTICE TO PAY RENT OR VACATE**

2
3 TO: _____

4 AND TO ALL PERSONS IN POSSESSION

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

6 _____
7 _____

8 is in arrears in the amount indicated:

9 rental period(s)	amount
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____

15
16 **YOU MUST PAY THE RENT WITHIN THREE (3) DAYS**
17 **OR VACATE THE PREMISES.**

18 You are instructed to pay the rent to the undersigned or vacate the premises within three (3) days
19 of service of this notice, or your tenancy will be terminated and the landlord will be entitled to all
20 remedies relief and damages allowed by law.

21 If you have been served more than one type of notice you must comply with each and every
22 notice by the applicable deadlines stated in the various notices. A different deadline in another
23 notice does not extend the deadline in this notice. Each notice requires compliance with its
24 terms. Compliance with one notice is not compliance other notices.

25 DATED this _____ day of _____, 20____.

26 _____
27 Signature of landlord or agent
Print Name: _____
Address _____
