

*These instructions are for the landlord's information. Do not serve the tenant with this page of instructions.*

## Instructions for 10-day Notice to Comply or Vacate

The notice to comply or vacate is for violations of the terms of the tenancy other than non-payment of rent. For non-payment of rent use the notice to pay rent or vacate, not the notice to comply or vacate.

The notice to comply or vacate is not the next step in a process after a notice to pay rent or vacate. It is a different notice for violation of rental agreement and/or laws other than nonpayment.

**Describe the violation.** The nature and facts constituting a violation must be stated with sufficient specificity to give the tenant an opportunity to cure.

**Deadline for compliance.** Insert a date for the compliance deadline that is at least 12 days from the date of service of the notice.

**Service of the notice.** Service of notices is strictly construed against the landlord. Even if you can prove the tenant actually received the notice, failure to strictly adhere to the service methods may result in dismissal of the eviction action.

There are three acceptable means to serve a notice on a tenant.

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

**Mailing.** Mailing without first going to the property and knocking the door is not legally sufficient service. Mail from the same county in which the property is located. If there is more than one person living in the property serve enough copies for each adult. Regular first class is fine when required.

**Posting.** Notices must be posted in a conspicuous manner. Post enough copies for each adult occupant and also mail enough copies for each adult occupant.

**Always knock first.** A good tenant attorney might cross-examine the landlord witness as to whether the notice was posted without inquiring if anyone was present. If so, the case might be dismissed.

**CARES Act.** If the property has a Section 8 tenant or an FHA or Fannie Mae loan you may be required to give 30 days' notice.

## NOTICE TO COMPLY OR VACATE

TO: \_\_\_\_\_

AND TO ALL PERSONS IN POSSESSION of property commonly known as \_\_\_\_\_, WA \_\_\_\_\_

You and each of you are notified that you are in substantial breach of a material program requirement of subsidized housing; substantial breach of a material term within the lease or rental agreement; or a substantial breach of a tenant obligation imposed by law.

You violated the rental agreement terms and/or applicable laws by the following actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your actions violate these specific rental agreement terms and/or laws:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To cure this notice you must do the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are instructed to either comply with the obligations of your tenancy and to conform your conduct to the requirements set forth above or vacate no later than \_\_\_\_\_, 20\_\_\_\_ [a date at least 12 (twelve) days after service of this notice]. Otherwise, your tenancy will be terminated and the landlord will be entitled to all remedies, relief, and damages allowed by law including bringing an eviction action in court.

**The landlord may choose to end the tenancy at the end of the rental term if there are four violations within a 12-month period preceding the end of the term. Correcting the fourth or subsequent violation is not a defense to the ending of the lease.**

**RIGHT TO LEGAL COUNSEL: CITY LAW PROVIDES RENTERS WHO ARE UNABLE TO PAY FOR AN ATTORNEY THE RIGHT TO FREE LEGAL REPRESENTATION IN AN EVICTION LAWSUIT.** If you need help understanding this notice or information about your renter rights, call the Renting in Seattle Helpline at [\(206\) 684-5700](tel:2066845700) or visit the web site at [www.seattle.gov/rentinginseattle](http://www.seattle.gov/rentinginseattle).

DATED \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of landlord or landlord's agent

Print Name: \_\_\_\_\_

\_\_\_\_\_  
[enter address for landlord or landlord's agent]