

## COMMERCIAL NOTICE TO TERMINATE TENANCY INSTRUCTIONS

The notice to terminate tenancy is used to end a month-to-month tenancy. It cannot be used to break an unexpired lease. If the tenant fails to vacate, the landlord must go through the same court process as for other evictions.

The date of terminate is *not* twenty days from the current date. Rather, the last day of a rental period (typically the last day of a calendar month) is the date of termination. The notice must be served at least twenty days in advance.

**New laws.** New laws enacted in 2025 change the contents and time and manner of service of predicate notices. These laws apply to commercial cases as well as residential. All notice must have a **date certain** for the compliance deadline. When mailing is required (see below) mailing must be by certified mail sent from within Washington, and five days must be added to the notice.

For sole proprietors:

1. Deliver a copy personally to ***each*** tenant; OR
2. Serve on some person of suitable age and discretion and mail a copy to each tenant to their place of residence; OR
3. If neither the tenant nor a person of suitable age and discretion is present then affix enough copies for each adult occupant, and mail a copy for each adult occupant to the rental property.

For corporations and LLCs:

1. Deliver a copy personally to officer, agent, or person having charge of the business; OR
2. Serve some person of suitable age and discretion and mail a copy to ***each*** tenant.

## Notice to Terminate Tenancy

TO: \_\_\_\_\_ (names)  
\_\_\_\_\_  
(street address)

Unit #\_\_\_\_\_  
\_\_\_\_\_  
(city), Washington \_\_\_\_\_ (zip code)

**YOU, AND EACH OF YOU, ARE HEREBY NOTIFIED** that the tenancy of the premises occupied by you as a tenant of the undersigned owner, described in the address above, is terminated on:

\_\_\_\_\_ *(date that is the end of a rental period)*

for the reason(s) indicated below. On or before the date indicated you will surrender the possession of the premises to the owner or his agent named below. If you fail to comply, proceedings will be commenced to evict you.

Dated \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature

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