

Use of an attorney is preferred and advised, but if you use this form do not serve this page of instructions on your tenant. These instructions are for you.

### **Instructions for Serving Unlawful Detainer Pre-Litigation Notices**

Service of pre-litigation notices is strictly construed against the landlord. Even if the landlord can prove the tenant received the notice, failure to strictly adhere to the service methods may result in dismissal of the eviction action. These instructions do not apply to the summons and complaint or other pleadings.

There are three legally acceptable means to serve an unlawful detainer notice on a tenant.

- 1) Delivering a copy personally to ***each*** adult tenant.
- 2) Service at the rental property on a person of suitable age and discretion ***and*** mailing a copy to ***each*** adult tenant.
- 3) If neither the tenant nor a person of suitable age and discretion is present (no one answers the door), then affixing copies of the notice in a conspicuous place on the premises ***and*** mailing a copy to ***each*** adult tenant.

**Always knock or ring before posting and mailing.** It is important to knock or ring the doorbell before posting notices and post only if no one opens the door.

**Mailing.** Mailing alone is not legally sufficient service. When mailing is required mail by certified mail from within the state of Washington state.

**Posting.** Posting plus mailing is permitted only if no one answers at the door. Posting alone is not sufficient service. When the notice is posted it *must* also be mailed. Post in a conspicuous manner.

**Local laws.** Local laws may impose additional requirements and/or require additional language in the notice.

**NOTICE TO TERMINATE TENANCY  
ELECTS TO SELL RCW 59.18.650(2)(e)**

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

AND ALL OTHERS OCCUPYING THE PROPERTY LOCATED AT:

\_\_\_\_\_, WA 98\_\_\_\_\_

YOU ARE NOTIFIED that your tenancy of the premises is terminated on  
\_\_\_\_\_, 20\_\_\_\_ (*the last day of a lease or rental period*) because the  
owner has elected to sell the single family residence in which you are a tenant. Failure to  
vacate and remove all belongings may result in legal action to evict you.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name