



WashingtonEvictions.com  
206-801-1188

## 14-DAY NOTICE TO PAY RENT OR VACATE INSTRUCTIONS FEDERAL WAY

**IMPORTANT NOTE: This form for use in Federal Way, Washington and not in other jurisdictions.**

On a notice to pay rent or vacate the landlord may demand rent and utilities. If at the commencement of the tenancy there was an installment plan for deposits, nonrefundable fees, and last month's rent, missed installment payments may be included on the notice. No other monetary amounts, such as late fees or attorney fees, should be included in a pay or vacate notice.

State law requires serving a repayment plan and completion of the Eviction Resolution Pilot Program.

**Federal law.** The CARES Act imposes a nation-wide 30-day notice requirement for notices to pay rent or vacate. CARES Act properties include properties with a federally backed loan (FHA, Fannie Mae, Freddie Mac) or with a Section 8 tenant. At the same time, state and local law mandate the language in the pay rent or vacate notice and changing the language may void the notice. Landlords with CARES Act properties are encouraged to seek legal advice before taking any action.

**Serving the notice.** With all the recent changes in landlord-tenant law at all levels of government, landlords are advised to consult with an attorney. Landlords must comply with all applicable laws, including both correct form and content and correct time and manner of service of the notice.

Legally proper service requires:

1. Delivering a copy directly into the hands of each adult occupant; or
2. Serving enough copies for each adult occupant on a person of suitable age and discretion and mailing a copy to each occupant.
3. If no one of suitable age and discretion is present (knock first), then conspicuously posting enough copies for each adult occupant and mailing a copy to each occupant.

Other means of delivering the notice such as texting, email, mailing alone (without personal service or posting), or courier are not legally proper service. Failure to strictly adhere to legally required service methods may result in dismissal of an eviction.

---

*These instructions are informational. Do not serve these instructions on the tenant.*

TO:

AND TO:

And all other occupants

ADDRESS:

### **FOURTEEN-DAY NOTICE TO PAY RENT OR VACATE THE PREMISES**

You are receiving this notice because the landlord alleges you are not in compliance with the terms of the lease agreement by failing to pay rent and/or utilities and/or recurring or periodic charges that are past due.

**(1) Monthly rent due for:**

list month(s)

dollar amount

_____	\$ _____
_____	\$ _____
_____	\$ _____

**AND/OR**

**(2) Utilities due for:**

list month(s)

dollar amount

_____	\$ _____
_____	\$ _____
_____	\$ _____

**AND/OR**

**(3) Other recurring or periodic charges identified in the lease for:**

list month(s)

dollar amount

_____	\$ _____
_____	\$ _____

**TOTAL AMOUNT DUE:**

\$ \_\_\_\_\_

**Note - payment must be made pursuant to the terms of the rental agreement or by nonelectronic means including, but not limited to, cashier's check, money order, or other certified funds.**

You must pay the total amount due to your landlord within fourteen (14) days after service of this notice or you must vacate the premises. Any payment you make to the landlord must first be applied to the total amount due as shown on this notice. Any failure to comply with this notice within fourteen (14) days after service of this notice may result in a judicial proceeding that leads to your eviction from the premises.

**The Washington state Office of the Attorney General has this notice in multiple languages as well as information on available resources to help you pay your rent, including state and local rental assistance programs, on its web site at [www.atg.wa.gov/landlord-tenant](http://www.atg.wa.gov/landlord-tenant) .**

State law provides you the right to legal representation and the court may be able to appoint a lawyer to represent you without cost to you if you are a qualifying low-income renter. If you believe you are a qualifying low-income renter and would like an attorney appointed to represent you, please contact the Eviction Defense Screening Line at 855-657-8387 or apply online at <https://nwjustice.org/apply-online>. For additional resources, call 2-1-1 or the Northwest Justice Project CLEAR Hotline outside King County (888) 201-1014 weekdays between 9:15 a.m. – 12:15 p.m., or (888) 387-7111 for seniors (age 60 and over). You may find additional information to help you at <http://www.washingtonlawhelp.org>. Free or low-cost mediation services to assist in nonpayment of rent disputes before any judicial proceedings occur are also available at dispute resolution centers throughout the state. You can find your nearest dispute resolution center at <https://www.resolutionwa.org>.

State law also provides you the right to receive interpreter services at court.

**If you are a Veteran of the U.S. Military, you may be able to access housing resources by calling 2-1-1 or contacting the King County Veterans Program for assistance with rent, relocation, or other support services.**

OWNER/LANDLORD: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHERE TOTAL AMOUNT DUE IS TO BE PAID:**

\_\_\_\_\_ (owner/landlord name)

\_\_\_\_\_

(address)