



WashingtonEvictions.com
206-801-1188

NOTICE TO PAY RENT OR VACATE—SEATTLE INSTRUCTIONS

What to include on the notice. On a notice to pay rent or vacate the landlord may demand rent, utilities payable to the landlord, and unpaid installments of deposits, nonrefundable fees, and last month's rent (if qualifying installments were agreed at the beginning of the tenancy). Include only recurring periodic charges in the notice. Late fees, notice fees, legal fees, and other fees are not a basis for eviction and should not be included in any notices.

Federal law. Appellate courts hold that the CARES Act requires 30 days' notice for notices to pay or vacate. CARES Act properties include properties with a federally backed loan (FHA, Fannie Mae, Freddie Mac) or with a Section 8 tenant. Landlords with CARES Act properties are encouraged to seek legal advice before taking any action.

Serving the notice. Sometimes it is easier and more efficient to have our office serve the notice. If you serve the notice, be sure to follow these instructions closely. Failure to strictly adhere to legally required service methods may result in dismissal of an eviction.

Mailing must be by certified mail sent from within Washington state. Mailing alone is not legally sufficient service nor is email, courier, or other means not authorized by state law. Add five days to the deadline if mailing is required.

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.

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

TO:

AND TO:

And all other occupants

ADDRESS:

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 on or before _____, 20____ either pay the total amount due to your landlord 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 on or before the above-stated deadline 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 .

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.

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 or visit the web site at www.seattle.gov/rentinginseattle.

OWNER/LANDLORD: _____ DATE: _____

WHERE TOTAL AMOUNT DUE IS TO BE PAID:

(owner/landlord name)

(address)