

INSTRUCTIONS ON SERVING A
THREE-DAY NOTICE TO PAY RENT OR VACATE IN WASHINGTON

Service of eviction notices is strictly construed against the landlord. Even if you can prove the tenant actually received the notice to pay rent or vacate, failure to strictly adhere to the service methods will result in dismissal of the eviction action. There are three acceptable means to serve an eviction notice on a tenant.

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



Always knock first. A tenant in many Washington counties gets a free attorney. A good tenant attorney might cross-examine the landlord witness as to whether the eviction notice was posted without first inquiring if anyone was present. If so, the eviction will be dismissed.

Mailing. Mailing alone is *never* sufficient. Regular first class is fine, unless the lease requires more. Mail the notice to pay rent or vacate from the same county.

More than one tenant. If there is more than one person living in the property it is important to serve enough copies of the notice for each person. All names should be on all copies. If someone answers the door, hand that person enough notices for everyone and mail copies separately to each other tenant. Likewise if posting a copy, mail one separately to each tenant.

Posting. Notices must be posted in a conspicuous manner. Anyone should be able to walk up and read it. Therefore, do **NOT** leave it in an envelope, slide it under the door or through the mail slot, etc.

Please Note – While you may not contract for shorter notice periods than required by statute, you may agree to longer periods. Check your lease. If it states the tenant is to receive a longer notice period than the three-day period called for in the statute and in our standard forms, you must edit the forms appropriately.

CALCULATION OF TIME

Rent must be late. This seems rather obvious, but the rent must be late. Even if the tenant states unequivocally that rent will not be forthcoming you must wait until rent is past due.

1
2
3
4 **NOTICE TO PAY RENT OR VACATE**

5
6 TO: _____

7 AND TO ALL TENANTS IN POSSESSION

8 You and each of you are notified that rent for the premises commonly known as

9 _____

10 is in arrears in the amount indicated:

11 rental period(s)	12 amount
13 _____	_____
14 _____	_____
15 _____	_____
16 _____	_____
17 _____	_____

18 **YOU MUST PAY \$ _____ WITHIN THREE (3) DAYS**
19 **OR VACATE THE PREMISES.**

20 You are instructed to pay the rent to the undersigned or vacate the premises within three (3) days
21 of service of this notice or your tenancy will be terminated and the landlord will be entitled to all
remedies relief and damages allowed by law.

22 DATED this _____ day of _____, 20__.

23
24 Name _____
25 Address _____
26 _____