

## INSTRUCTIONS ON SERVING THE 3-DAY NOTICE TO PAY RENT OR VACATE

Service of 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 a notice on a tenant.

- 1) Delivering a copy personally to each adult occupant.
- 2) Substitute service on a person of suitable age and discretion **AND** mailing a copy to adult occupant.
- 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 to adult occupant.

Always knock first. A good tenant attorney might cross-examine the landlord witness as to whether the notice was posted without inquiring if anyone was present. If so, the case will be dismissed.



**Mailing.** When mailing is required regular first class is fine unless the lease requires more. Mail 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 for each person. Each copy should be an exact duplicate will **all** tenants' names on it. If someone answers the door, hand that person enough notices for everyone and mail copies to all other occupants. Only tenants' names need be on the notice, but serve enough copies for each adult occupant, whether an authorized occupant or not.

**Posting.** Notices must be posted in a conspicuous manner.

**Section 8.** Federal regulations impose additional requirements on section 8 tenants. There are more than one type of Section 8 program. Consult an attorney for more information.

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**3-DAY NOTICE TO PAY RENT OR VACATE**

TO: \_\_\_\_\_  
AND TO ALL PERSONS IN POSSESSION

You and each of you are notified that rent for the premises commonly known as \_\_\_\_\_, WA is in arrears in the amount indicated:

rental period(s)	amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL _____	

**YOU MUST PAY THE RENT WITHIN THREE (3) DAYS  
OR VACATE THE PREMISES.**

You are instructed to pay the rent to the undersigned or vacate the premises within three (3) days 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.

If you have been served more than one type of notice you must comply with each and every notice by the applicable deadlines stated in the various notices. A different deadline in another notice does not extend the deadline in this notice. Each notice requires compliance with its terms. Compliance with one notice is not compliance other notices.

DATED \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of landlord or landlord's agent

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

REMIT PAYMENT TO:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The eviction notices and other forms are available on our website for free. You may use the forms but you may **NOT** publish them for any purpose without our written consent. Your choice of which forms to use and/or the manner in which you use them may not be appropriate for your circumstances. You are encouraged to speak to an attorney before taking actions that may not be in your best interests. Accessevictions.com is owned by Eller Law Firm PLLC. Neither Accessevictions.com nor Eller Law Firm PLLC are affiliated with other firms listed on the website.*

**King County • Pierce County • Snohomish County**

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