

1 **SUMMARY EVICTION**
2 **PROOF OF SERVICE¹**

3 I _____, was at the time the service took
4 place a citizen of the United States and I served a Non-Payment of Rent Notice on
5 _____ and/or any other tenants residing at _____
6 _____ by (FILL OUT #1, #2, OR #3)

7 **Personal Service MUST be attempted before alternative service is made.**

8 **1. PERSONAL SERVICE**

9 Accomplishing personal service as follows:

10 By personally serving a copy of the notice to the tenant on _____, 20____
11 in the presence of a witness who has signed below and tenant has signed as proof of
12 receipt the original of the notice OR signed other paper specifically _____
13 _____.

14
15 **2. SUBSTITUTE SERVICE AND MAILING**

16 On _____, 20____, I attempted personal service in the presence of a
17 witness who has signed below but I could not find tenant at his residence or could
18 not find tenant at his business or found tenant but tenant would not sign for notice, so
19 I served (Name) _____, a person of suitable age and discretion
20 at the tenant's residence business at address of _____
21 _____, and on _____, 20____, I mailed a copy of
22 the notice to the tenant at his residence business at _____
23 and a Certificate of Mailing issued by the United States Postal Service is attached.

24
25
26
27
28 ¹Not for use in cases where tenant pays rent by the week or less if four-day notice to quit was served.

1 **3. POSTING AND MAILING**

2 On _____, 20____, I attempted personal and substituted service as
3 follows: In the presence of a witness who has signed below, I could not find tenant at his
4 residence business, address of _____, and
5 found no one there of suitable age and discretion, and so I served by posting and
6 mailing as follows: I posted the notice at the rented property address:
7 _____ by attaching the notice to
8 _____ (front door, back door, etc.) and I knocked on the main
9 entrance in an attempt to serve any person residing there on
10 . No one answered. The door was answered by
11 _____ and a copy was given to that person. I also mailed a
12 copy of the notice on _____, 20____ and a Certificate of Mailing issued
13 by the United States Postal Service is attached.
14
15

16 _____
Affiant/Landlord

17 SUBSCRIBED AND SWORN to before me

18 this ____ day of _____, 20____.

19
20
21 _____
NOTARY PUBLIC/DEPUTY COURT CLERK

22
23 Witness Statement:

24 I observed the attempt at personal service.

25
26 _____
Signature of Witness