

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division – Landlord and Tenant Branch
Bldg. B, 510 4th Street, N.W., Rm. 110
Washington, D.C. 20001 Telephone (202) 879-1152

L&T _____

Plaintiff/Landlord

vs.

Defendant/Tenant

NOTICE TO TENANT OF PAYMENT REQUIRED TO AVOID EVICTION

1. A (check one) default or judgment for possession for nonpayment of rent was entered against you on (date) _____
_____. **This means that the Landlord has the right to evict you.**
2. At any time before the United States Marshals Service has actually evicted you from the premises, you may avoid eviction by paying the amount listed below. Payment must be made in full, directly to the Landlord, who is required to accept your payment as long as the eviction has not been completed. If you wait until the United States Marshals Service has arrived at the property to conduct the eviction, you can pay the Landlord only by cash, cashier's check, or money order.
3. You are required to pay only the fees included on this form to avoid eviction. The Landlord may not require you to pay any other fees to avoid eviction, although the Landlord may seek such fees through a separate court action.
4. If you disagree with the amounts shown below and you wish to challenge them, you should come to court immediately, with any papers or other evidence, and file an Application to Reduce Payment Required to Avoid Eviction.
5. The Landlord states that the amounts on this form are accurate, as of _____, 200_____.

A. RENT: the amount of rent owed (NOT COUNTING late fees, court costs, or any other costs)

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & + & \$ \underline{\hspace{2cm}} & = \\ \text{(monthly rent)} & & \text{(number of months owed)} & & \text{(additional partial payments owed, if any)} & \end{matrix}$$

\$ _____ (total rent owed)

B. COURT COSTS:

\$ _____ (total court costs)

C. THE TENANT CANNOT BE REQUIRED TO PAY LATE FEES OR OTHER COSTS TO AVOID EVICTION UNLESS A JUDGE APPROVES THIS FORM BY SIGNING IT ON THE SECOND PAGE.

1. LATE FEES: all late fees MUST BE APPROVED BY THE COURT

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & + & \$ \underline{\hspace{2cm}} & = \\ \text{(monthly late fee)} & & \text{(number of months owed)} & & \text{(additional partial payments owed, if any)} & \end{matrix}$$

\$ _____ (total late fee owed)

2. OTHER COSTS: (specify) _____

\$ _____ (total other costs)

AS OF _____, THE AMOUNT YOU MUST PAY TO AVOID EVICTION IS:
(date)

\$ _____ TOTAL

Note that the total amount listed on this form that you must pay to avoid eviction will increase over time. Specifically, on the _____ day of each month, beginning on (date) _____, an additional month's rent, as listed above, and late fees (if any) that were approved by a judge will be added to the total that must be paid to avoid eviction. In addition, if the Landlord files a Writ of Restitution after filing this form, the court costs listed above will increase by \$213.00, and you will be required to pay these additional court costs directly to the Landlord to avoid eviction. However, there are no court costs in cases in which the District of Columbia Housing Authority is the Landlord. The United States Marshals Service will mail the Writ of Restitution to you, and the final court costs can be found on the Writ.

The Landlord or Landlord's Agent must complete the certification or oath on page 2 of this form.

The Landlord must file this form within five days (excluding Saturdays, Sundays, and legal holidays) of the entry of a default or a judgment, whichever occurs first, in every case in which the complaint or notice to quit is based on unpaid rent, even if the landlord did not seek a money judgment.

