

## Notice to Tenant to Leave or Pay

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Re: \_\_\_\_\_

Rental due for the premises described above are due for monthly, in a total amount of \$ \_\_\_\_\_ ( \_\_\_\_\_ & \_\_\_\_/100 dollars.) Pursuant to \_\_\_\_\_ law and the lease on these premises, you must either pay all rentals due no later than 3 days, together with any late fees, or vacate the premises no later than \_\_\_\_\_.

If all rental which is past due is not paid, legal or other enforced collection action shall be taken to recover the rental. If permitted by law, legal costs will also be added to the amounts due.

This is an attempt to collect a debt. Any information gained may be used to collect this debt. The creditor is \_\_\_\_\_. If you dispute this debt in writing, verification will be provided.

Dated: \_\_\_\_\_

\_\_\_\_\_  
For \_\_\_\_\_, Landlord

Time posted/delivered:

By Fax, if available:

By Email, if available:

## Notice to Tenant to Leave or Pay Review List

This review list is provided to inform you about this document in question and assist you in its preparation. Notice to quit is an important step in an eviction process. It provides a last warning to the tenant as well as sets the stage for formal eviction procedures.

1. Make multiple copies. Attach one by email, fax one, and mail one, if possible. Keep one copy in the transaction file.