



WASHINGTON
3-DAY NOTICE TO PAY OR VACATE



DATE _____ PROPERTY NAME / NUMBER _____
 RESIDENT NAME(S) _____

 UNIT NUMBER _____ STREET ADDRESS _____ and all others.
 CITY _____ STATE _____ ZIP _____

SAMPLE

You are hereby notified that rent for the Premises located at the above address is due and owing for the months and in the sums provided below.

MONTH	RENT
SAMPLE	SAMPLE
SAMPLE	SAMPLE
SAMPLE	SAMPLE
Rent Balance Due \$ SAMPLE	

Serve a 10-day notice to comply or vacate for all amounts due other than rent.

You are required to pay the full **Rent Balance Due** to the Owner or Agent named below within three (3) days of service of this Notice, or, in the alternative, to vacate and surrender possession of the Premises. In the event you fail to comply with this Notice, judicial proceedings will be instituted for your eviction. Under the law and/or under your Rental Agreement, you will be held responsible to pay all costs and attorneys' fees incurred by Owner/Agent to evict you.

If this box is checked, your Rental Agreement requires payment by means other than a personal check, third-party check or multiple checks. Money order or certified check preferred.

Service of this Notice was completed on _____ at _____ in the following manner:

- By delivering a copy to Resident personally;
- By leaving a copy with some person of suitable age and discretion at Resident's place of residence and sending a copy through the mail, first class and postage prepaid, to Resident's place of residence;
- By posting a copy in a conspicuous place on the Premises, there being no person of suitable age or discretion to be found at the Premises, and mailing a copy, first class and postage prepaid, addressed to Resident at the Premises.

Make payment to: SAMPLE

Owner/Agent: Please note additional service requirements for subsidized residents as listed in "Subsidized Residents Only" section below.

SAMPLE Statement of Account <small>(For informational purposes only)</small>	SAMPLE Past Due Rent \$ SAMPLE	SAMPLE Late Charges \$ SAMPLE	OWNER/AGENT X ADDRESS SAMPLE SAMPLE TELEPHONE SAMPLE
Other SAMPLE \$ SAMPLE	Total Due \$ SAMPLE		SUBSIDIZED RESIDENTS SEE DISCLOSURES
You remain responsible for all amounts due Owner/Agent.			

SUBSIDIZED RESIDENTS ONLY

HUD DISCLOSURES

If you remain in the leased unit on the date specified for termination, Owner/Agent will enforce the termination only by bringing a judicial action at which time you may present a defense. You have ten (10) days within which to discuss this eviction with Owner/Agent. This 10-day period commences on the earlier of the day this Notice is hand-delivered to your unit or the day after it is mailed. The discussion period does not extend the date for termination. The amount of rent was calculated as of the date of this Notice. Persons with disabilities have the right to request reasonable accommodation to participate in the hearing process.

ADDITIONAL SERVICE REQUIREMENTS

SECTION 8 VOUCHERS: Notice served by one of the methods listed above AND copy mailed to Public Housing Agency the same day.

The three (3) days expires at midnight (end of day) on _____ (do not count the day of service).

HUD (PROJECT BASED): Notice served by one of the methods listed above, AND mailed to the unit, AND

1. Attempt to serve the Notice personally to any adult answering the door. If unable to do that:
2. Attempt to slide the Notice through the door (mail slot) or under the door. If unable to do that:
3. Post the Notice on the door at eye level.