

HOW TO SERVE YOUR NOTICE

THERE ARE THREE [3] BASIC WAYS TO SERVE YOUR NOTICE:

1. WHEN ONLY ONE [1] tenant is involved

Personal service on that tenant is valid, either in the rental unit, or anywhere you come into contact with the tenant.

WHEN MORE THAN ONE [1] tenant is involved - or when you cannot obtain personal (ONE-ON-ONE) service, then do either of the following:

2. Take one copy physically to the rental unit and leave it with an "INDIVIDUAL OF SUITABLE AGE AND DISCRETION who is RESIDING in the unit" AND "mail a copy by U.S.Mail, with postage affixed". By postage affixed, it has to go through the postal system and be delivered by the mail-person. Do not place it in the tenant's mailbox yourself.

It is NOT necessary to mail the copy by registered or certified mail. If you do want to mail it that way, we recommend you still send another copy by regular mail as a tenant will frequently refuse to accept registered or certified mail, and then you end up with proof that they never received the copy by mail.

3. In the event that you cannot get anyone to answer the door, or if an individual answers who is NOT of "suitable age and discretion", or does not reside there then "affix a copy of the notice in a visible place (usually on the door) and MAIL COPY AT THE SAME TIME.

KNOCK . . we recommend you always knock when attempting to serve a notice. We have had a couple of cases dismissed in King County because when the Court Commissioner asked the manager if they "knocked on the door" they answered that they had just tacked the notice and had not knocked.

MAIL . . When it is necessary to mail a copy to complete the service, put one in the U.S.Mail Box the same day if possible. It makes it easier to count the number of days as you always start your "counting" the day after you served or mailed the notice, whichever is the last date. So doing them both on the same day makes it easier to calculate. Also, you must mail the copy in the SAME COUNTY as the rental property is located.

TIME FRAME . . if you use either #2 or #3 you will need to add the one additional day to your time frame. So 3 days become 4; 10 becomes 11; and 20 becomes 21.

NOTE Note the date, time of day and how you serve your notices. This information will be needed if a notice ends up in an eviction procedure.

(Service in the State of Washington)