

NOTICE CHECK LIST
7503

TENANT: _____

Unit #: _____

3 DAY PAY RENT OR VACATE NOTICE []

1. [] Served on: _____ (only 1 tenant) Date: _____
Time: _____
2. [] Served on: _____ & mailed (more than 1)

3. [] Tacked on door & mailed _____

Notice terminates on: _____ Served by: _____

(1) Do not count day of service (2) If served by #2 or 3 allow one more day for the mailing. Also, if the last day to pay falls on a Sunday or a legal holiday you must allow the next "working day",

[] Payment of \$ _____ received on: _____

(a) If PARTIAL payment apply to late charges etc first, and then re 3 Day for balance owed.

(b) If payment ends up as NSF - then:

- (1) You can RETURN the check and proceed on original 3 Day Notice; or
(2) KEEP the check and keep trying to clear it.

[] Turned over for eviction on: _____
Return date on Summons is : _____ Checked to see if vacated
on: _____

NOTICE TO TERMINATE TENANCY []

- [] Served on: _____ (only 1 tenant) Date: _____
Time: _____ -
- [] Served on: _____ & mailed (more than 1)

- [] Tacked on door and mailed _____

ALWAYS SERVE at least 21 days before end of rent period
(i.e 30 day month by 9th, 31 day month by 10th)

Notice terminates on: _____

[] Turned over for eviction on: _____
Return date on Summons is: _____ Checked to see if vacated
on: _____

**MAIL - regular mail through US Postal Service. Always put the copy in the mail same day as you take one to the unit.

(Form courtesy of L/T Services 241-1550/1-800-241-1550)