

INSTRUCTIONS ON SERVING THE 20-DAY NOTICE IN WASHINGTON

Service of notices is strictly construed against the landlord. Even if you can prove the tenant actually received the notice, failure to strictly adhere to the service methods will result in dismissal of the eviction action. There are three acceptable means to serve a notice on a tenant.

1. Delivering a copy personally to each tenant.
2. Substitute service of enough copies for each adult occupant on some person of suitable age and discretion AND mailing a copy to each tenant.
3. If neither the tenant nor a person of suitable age and discretion is present then affixing enough copies for each adult occupant in a conspicuous place on the premises AND mailing a copy to each tenant.

Always knock first. A good tenant attorney might cross-examine the landlord witness as to whether the notice was posted without inquiring if anyone was present. If so, the case will be dismissed.



Mailing. When mailing is required regular first class is fine unless the lease requires certified. Mailing alone is never sufficient, even if the tenant actually receives the document. Mailing does not mean the landlord placing the notice in the tenant's mailbox. Mailing means utilizing the US Postal Service. When mailing is required, one day is added by rule before the landlord can take further action. Mail from the same county where the property is located.

More than one occupant. If there is more than one person living in the property it is important to serve enough copies for each person. If someone answers the door, hand that person enough copies for each adult occupant and mail copies to each occupant. Likewise if posting a copy, post enough copies for each adult occupant and also mail copies to each occupant. This does not mean each tenant separately named on individual notices. It means exact copies of one notice, each of which lists the names of all tenants. Do not name unauthorized occupants, but DO serve enough copies to account for them.

Posting. Posting alone is never sufficient, even if received. See above. Notices must be posted in a conspicuous manner. Anyone should be able to walk up and read it. Therefore, do NOT leave it in an envelope, slide it under the door or through the mail slot, etc. Post enough copies for each adult occupant.

Please Note – While you may not contract for shorter notice periods than required by statute, you may agree to longer periods. Check your lease. If it states the tenant is to receive a longer notice period than is called for in the statute and in our standard forms, you must edit the forms appropriately.

CALCULATION OF TIME

Note that you must serve the notice at least twenty days before the end of the rental period, not merely add twenty days to the current date. The tenant must be month-to-month. In Seattle, even if the tenant is month-to-month you must have just cause.

NOTICE TO TERMINATE TENANCY

TO: _____

AND ALL OTHERS OCCUPYING THE PROPERTY LOCATED AT:

YOU ARE HEREBY NOTIFIED that your tenancy of the premises is terminated on

and as of midnight that day you will be required to surrender possession of the premises to the Landlord. Judicial proceedings may be instituted for your eviction if you do not surrender possession of these premises on or before the date set forth above.

It is illegal for a tenant to unreasonably withhold consent for the landlord to enter into the dwelling unit in order to:

- inspect the premises
- make necessary or agreed repairs, alterations, or improvements
- supply necessary or agreed services, or
- exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workers, or contractors.

A tenant who unreasonably withholds consent for the landlord to enter may be liable for up to

\$100.00 for each violation plus court costs and attorneys' fees. RCW 59.18.150.

If you have been served more than one type of notice you must comply with each and every notice by the applicable deadlines stated in the various notices. A different deadline in another notice does not extend the deadline in this notice. Each notice requires compliance with its terms. Compliance with one notice is not compliance other notices.

DATED: _____

name
address