

## COMMERCIAL 10-DAY NOTICE TO COMPLY OR VACATE INSTRUCTIONS

The notice to comply or vacate is used for non-compliance with the terms of the lease, other than non-payment of rent.

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 may result in dismissal of an eviction.

For sole proprietors:

1. Deliver a copy personally to *each* tenant; OR
2. Serve on some person of suitable age and discretion and mail a copy to each tenant to their place of residence; OR
3. If neither the tenant nor a person of suitable age and discretion is present then affix enough copies for each adult occupant, and mail a copy for each adult occupant to the rental property.

For corporations and LLCs:

1. Deliver a copy personally to an officer, agent, or person having charge of the business; OR
2. If no such person can be found then affix a copy to the rental property and mail a copy to the rental property.

**Mailing.** Mail from the same county. *Mailing alone is never sufficient*, no matter the lease language and/or whether the tenant actually received the notice. When mailing is required regular first class is fine unless the lease requires more.

**More than one tenant.** If there is more than one person renting the property it is important to serve enough copies for each person. The copies should be identical. All adult tenants' names go on all copies.

**Posting.** Notices must be posted in a conspicuous manner. Anyone should be able to walk up and read it. Therefore, do not slide it under the door or through the mail slot, or place in the tenant's mailbox, etc.

206-801-1188  
questions@AccessEvictions.com

**TEN DAY NOTICE TO COMPLY OR VACATE**

TO:

\_\_\_\_\_  
AND TO ALL PERSONS IN POSSESSION

You and each of you are notified that you are in violation of the rules, regulations, rental agreement, and/or obligations or restrictions applicable to your tenancy of the premises commonly known as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, WA \_\_\_\_\_

Your non-compliance is described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and is in violation of the terms of your lease.

You are instructed within 10 (ten) days of service of this notice to comply with the obligations of your tenancy and to conform your conduct to the requirements set forth above, or vacate. If you fail to either comply or vacate 3 your tenancy will be terminated and the landlord will be entitled to all remedies, relief, and damages allowed by law.

DATED \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of landlord or landlord's agent

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[enter address for landlord or landlord's agent]