

COMMERCIAL NOTICE TO TERMINATE TENANCY  
INSTRUCTIONS

The notice to terminate tenancy is used to end a month-to-month tenancy. It cannot be used for an unexpired lease. If the tenant fails to vacate, you must go through the same court process as for other evictions.

The date of terminate is not twenty days from the current date. Rather, the last day of a rental period (typically the last day of a calendar month) is the date of termination. The notice must be served at least twenty days in advance.

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.

## Notice to Terminate Tenancy

TO: \_\_\_\_\_ (names)  
\_\_\_\_\_  
\_\_\_\_\_ (street address)  
Unit # \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (city), Washington \_\_\_\_\_ (zip code)

**YOU, AND EACH OF YOU, ARE HEREBY NOTIFIED** that the tenancy of the premises occupied by you as a tenant of the undersigned owner, described in the address above, is terminated on:

\_\_\_\_\_ *(date that is the end of a rental period)*

for the reason(s) indicated below. On or before the date indicated you will surrender the possession of the premises to the owner or his agent named below. If you fail to comply, proceedings will be commenced to evict you.

Dated \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name