

COMMERCIAL NOTICE TO PAY RENT OR VACATE  
INSTRUCTIONS

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 officer, agent, or person having charge of the business; OR
2. Serve some person of suitable age and discretion and mail a copy to *each* tenant.

**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.

1 **NOTICE TO PAY OR VACATE**

2  
3 TO: \_\_\_\_\_

4 AND TO ALL PERSONS IN POSSESSION

5 You and each of you are notified that rent for the premises commonly known as

6 \_\_\_\_\_ , \_\_\_\_\_  
7 Washington 98\_\_\_\_\_

8 is in arrears in the amount indicated:

| 9 rental period(s) | amount |
|--------------------|--------|
| 10 _____           | _____  |
| 11 _____           | _____  |
| _____              | _____  |

12 **YOU MUST PAY THE RENT WITHIN THREE (3) DAYS**  
13 **OR VACATE THE PREMISES.**

14 You are instructed to pay the rent to the undersigned or vacate the premises within three (3) days  
15 of service of this notice. Otherwise your tenancy will be terminated and the landlord will be  
entitled to all remedies relief and damages allowed by law.

16 If you have been served more than one type of notice you must comply with each and every  
17 notice by the applicable deadlines stated in the various notices. A different deadline in another  
18 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.

19 DATED \_\_\_\_\_, 20\_\_\_\_

20  
21 \_\_\_\_\_  
Landlord name

22  
23 \_\_\_\_\_  
Signature

24  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
Address