

INSTRUCTIONS ON SERVING THE 60-DAY NOTICE IN TACOMA

Tacoma landlords of residential property are required to give at least 60 days notice to terminate a month-to-month tenancy. The termination date is *not* 60 days from the current date. The termination date must be the last day of a rental period, usually the last day of a calendar month.

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 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. Tenants get free attorneys, who might cross-examine the landlord witness as to whether the notice was posted without knocking or ringing the doorbell. If so, the case may 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. Mail the notice from Pierce County.

Posting. Posting alone is never sufficient, even if received. When posted, the notice must also be mailed. 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.

**Tacoma Notice to Terminate Tenancy
(Tacoma “60-Day” Notice)**

TO: _____ (names)

_____ (street address), Unit # _____
Tacoma, 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)

Dated _____, 20____

Signature

Print Name

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.

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.