



# WASHINGTON 3-DAY NOTICE TO PAY OR VACATE

DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_  
 RESIDENT NAME(S) \_\_\_\_\_  
 \_\_\_\_\_ and all others.  
 UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**You are hereby notified that rent (as defined in the rental agreement) for the premises located at the above address is due and owing for the months and in the sums provided below.**

MONTH	RENT	LATE CHARGES	OTHER	TOTAL

\*Any sum under this category must be defined as rent in the lease. Otherwise, serve a 10-day notice to comply with lease.

Balance Due \$ \_\_\_\_\_

You are required to pay the full Balance Due to the Owner or Agent named below within three (3) days of receipt of this notice, or, in the alternative, to vacate and surrender possession of the premises. In the event you fail to comply with this notice, judicial proceedings will be instituted for your eviction. Under the law and/or under your lease, you will be held responsible to pay all costs and attorneys' fees incurred by the Owner/Agent to evict you.

Service of this Notice was completed on \_\_\_\_\_ at \_\_\_\_\_ in the following manner:

- By delivering a copy to the resident(s) personally;
- By leaving a copy with some person of suitable age and discretion at Resident's residence and sending a copy through the mail, first class and postage prepaid, to the Resident's place of residence;
- By posting a copy in a conspicuous place on the subject property, there being no person of suitable age or discretion to be found at any known place of residence or business, and mailing a copy, first class and postage prepaid, addressed to the Resident(s) at the address of the Resident's residence.

Make payment to: \_\_\_\_\_

**Owner/Agent: Please note additional service requirements for subsidized residents as listed in "Subsidized Residents Only" section below.**

<b>Statement of Account</b> Past Due Rent \$ _____ Late Charges \$ _____ Other \$ _____ <b>Total Due \$ _____</b>	OWNER/AGENT <input checked="" type="checkbox"/> ADDRESS _____ TELEPHONE _____ <p style="text-align: right;"><b>SUBSIDIZED RESIDENTS SEE DISCLOSURES</b></p>
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## SUBSIDIZED RESIDENTS ONLY

### HUD DISCLOSURES

If you remain in the leased unit on the date specified for termination, we will enforce the termination only by bringing a judicial action at which time you may present a defense. You have ten days within which to discuss this eviction with management. This 10-day period commences on the earlier of the day this notice is hand-delivered to your unit or the day after it is mailed. The discussion period does not extend the date for termination. The amount of rent was calculated as of the date of this notice. Persons with disabilities have the right to request reasonable accommodation to participate in the hearing process.

### ADDITIONAL SERVICE REQUIREMENTS

#### SECTION 8 VOUCHERS:

1. Notice served by one of the methods listed above AND copy mailed to Public Housing Agency the same day.

**HUD (PROJECT BASED):** Notice served by one of the methods listed above, AND mailed to Unit, AND

1. Attempt to serve the notice personally to any adult answering the door. If unable to do that:
2. Attempt to slide the notice through the door (mail slot) or under the door. If unable to do that:
3. Post the notice on the door at eye level.