

NOTICE OF TERMINATION

To: _____
and any persons residing at:

Dear Tenant(s):

YOU ARE HEREBY NOTIFIED that your lease is terminated effective immediately. You shall have seven (7) days from delivery of this notice to vacate the premises. This action is taken because:

Landlord Signature: _____
Name: _____
Address: _____
City, St, Zip _____
Phone () _____

A true copy of this notice was served upon the tenant this ____ day of _____, 20____, by:

() Hand Delivered to tenant () Posted on the premises

INSTRUCTIONS FOR COMPLETING A NOTICE OF TERMINATION

Non-Curable violations are just that, violations that you do NOT have to give them time to correct. i.e. Criminal activity on the property (and off the property if specifically stated in a written lease), physical damage to the property, etc.

1. Make sure you put the COMPLETE address, including city, state and zip code. **MAKE SURE** the type of road is correct. If it is a Street, use Street. If it is an Avenue, use Avenue. If you are wrong, the Sheriff may not remove your tenant.
2. You must state exactly what the violation is and when it occurred. Make sure the reason you put for violations is precise, and not vague. Do not put “Pet violation” if they have a pet. Put on the notice what the animal is and specifically which clause of the lease it violates. If it doesn’t violate a clause of the lease, but is against a city or county ordinance, state that.
3. Make sure you complete all information on the notice. Do not leave your address or information blank. Make sure it is dated, etc.

DELIVERING THE NOTICE:

If you use a physical address for YOUR address within the county you are evicting the tenant from:

Hand deliver the notice to the tenant (exclude the <u>date of delivery</u>)	7 days
Post the eviction on the door (exclude the <u>date of delivery</u>)	7 days
Serve the notice by mailing a copy to the tenant (Exclude the date of mailing)	12 days

**SOME JUDGES WILL DISMISS YOUR CASE IF YOU DO NOT FOLLOW
THESE GUIDELINES**