

**THREE DAY NOTICE TO  
PAY RENT OR GIVE POSSESSION**

\_\_\_\_\_ and any persons residing at:  
\_\_\_\_\_  
\_\_\_\_\_

Dear Tenant(s):

YOU ARE HEREBY NOTIFIED that you are indebted to me for the sum of \$ \_\_\_\_\_ for rent and use of the premises stated above, in the County of \_\_\_\_\_, State of Florida, now occupied by you, and that I demand payment of the rent or possession of the premises within three (3) days (**DO NOT** include the date of delivery, Saturday, Sunday and legal holidays) from the date of delivery of this notice, to wit; on or before the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

( ) HAND DELIVERED

( ) POSTED

# INSTRUCTIONS FOR COMPLETEING A 3-DAY NOTICE

YOU ARE HEREBY NOTIFIED that you are indebted to me for the sum of \$ \_\_\_\_ 1 \_\_\_\_ for rent and use of the premises at \_\_\_\_\_ 2 \_\_\_\_\_, in the County of \_\_\_\_\_ 3 \_\_\_\_\_, State of Florida, now occupied by you, and that I demand payment of the rent or possession of the premises within three (3) days (**DO NOT** include the date of delivery, Saturday, Sunday and legal holidays) from the date of delivery of this notice, to wit; on or before the \_\_\_\_ 4 \_\_\_\_ day of \_\_\_\_\_, 2008.

1. DO NOT include any monies owed for anything other than rent (i.e. NO late fees, bad check fees, deposit, electric, water, etc...)
2. Make sure you put the COMPLETE address, including city, state and zipcode. **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.
3. Make sure you list the county that the property is in.
4. Use the guide below for filling in the correct date (This is fatal to your eviction if it is wrong):

## 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> , Saturday, Sunday and legal holidays)	3 days
Post the eviction on the door (exclude the <u>date of delivery</u> , Saturday, Sunday and legal holidays)	3 days
Serve the notice by mailing a copy to the tenant (Exclude the date of mailing, but INCLUDES weekends and holidays)	8 days

## If you use a P. O. Box or an out of county address for YOUR address (i.e. if you live in Pinellas County and are evicting a tenant in Hillsborough County):

Hand deliver the notice to the tenant (Exclude the date of delivery, but INCLUDES weekends and holidays)	8 days
Post the eviction on the door (Exclude the date of delivery, but INCLUDES weekends and holidays)	8 days
Serve the notice by mailing a copy to the tenant (Exclude the date of delivery, but INCLUDES weekends and holidays)	13 days

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