

### Three (3) Day Notice

**DO NOT MAIL THIS COPY TO YOUR TENANT. USE IT AS A GUIDE TO CREATE YOUR OWN LETTER.**

To Tenant(s): \_\_\_\_\_

**[ List each tenant who will be affected by this notice ]**

The purpose of this letter is to ask you to leave the premises now in your possession, situated in [city] \_\_\_\_\_, [county] \_\_\_\_\_ and known as [full address and suite # of rental premises] \_\_\_\_\_ together with the lot of land on which these premises are located.

You are being asked to leave for the following reason(s): [reason(s) for eviction] \_\_\_\_\_

Your compliance with the notice within [# of days] \_\_\_\_\_ days after its service will prevent further eviction action against you.

**YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU DO NOT LEAVE THE PREMISES, AN EVICTION ACTION MAY BE INITIATED AGAINST YOU. IF YOU ARE IN DOUBT REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK LEGAL ASSISTANCE. YOU ARE ADVISED THAT YOU HAVE THE RIGHT TO DEFEND THIS ACTION IN COURT.**

Yours respectfully,

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Landlord's Printed Name

\_\_\_\_\_  
Address and Phone Number

Dated this \_\_\_\_\_ day of \_\_\_\_\_

**DO NOT COPY THIS PARAGRAPH**

**PLEASE NOTE:** Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants, landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide readers with information and guidance, and is not intended to be legal advice. **WE ARE NOT ATTORNEYS.** If you need legal advice, please seek the aid of an attorney.