

DISCLAIMER

The following form is provided for informational purposes only and is intended to be used as a guide prior to consultation with an attorney familiar with your specific legal situation. Microsoft is not engaged in rendering legal advice, and this form is not a substitute for the advice of an attorney. If you require legal advice, you should seek the services of an attorney.

Notice to Pay Rent or Quit

[Date]

To **[Tenant's Name]:**

and all other tenants in possession of the hereinafter described premises:

PLEASE TAKE NOTICE that the rent is past due on said premises which you currently hold and occupy. Your rental account is delinquent in the amount itemized as follows:

Rental period: _____ **Rent due:** \$ _____

Rental period: _____ **Rent due:** \$ _____

Rental period: _____ **Rent due:** \$ _____

Total rent due: \$ _____

Less partial payment of: \$ _____

Total balance due: \$ _____

Pursuant to written lease dated _____, you are hereby required to pay said rent on said premises or you are hereby required to deliver up possession of the premises, **within _____ days after service on you of this notice**, to the undersigned or the undersigned will institute legal proceedings against you, to declare a forfeiture of the lease under which you occupy said premises and to recover possession thereof, including rents and damages.

The undersigned [type either *does or does not*] elect to terminate the lease if the rent is not paid within _____ days.

The premises referred to are commonly known as:

[Street Address and Apartment Number]

[City, ST ZIP Code]

[If necessary, type the legal description of the premises, or delete this field]

[Landlord's Name], Landlord

[Landlord's Street Address]

[City, ST ZIP Code]

[Phone number]

[Cell phone number]

[E-mail address]