

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]**