

3-DAY NOTICE TO PAY RENT OR QUIT

TO: **[INSERT FULL TENANT(S) NAME HERE]** and

All residents, tenants, and subtenants in possession and all others in possession of the premises located at:

[INSERT TENANT(S) RESIDING ADDRESS HERE]

WITHIN THREE DAYS after the service on you of this Notice, you are hereby required to make payment
PAYABLE TO:

[INSERT YOUR COMPANY NAME HERE]

[INSERT YOUR COMPANY STREET ADDRESS HERE]

[INSERT YOUR COMPANY PHONE NUMBER HERE]

Or

Directly into [INSERT YOUR COMPANY'S BANK AND ACCOUNT NUMBER HERE]

the rent for the premises amounting to the total sum of: **[INSERT RENT DUE IN SPELLED AMOUNT OF DOLLARS]** (\$**[INSERT RENT DUE IN NUMBER AMOUNT OF DOLLARS]**) calculated as follows:

[\$[INSERT RENT DUE IN NUMBER AMOUNT OF DOLLARS] for the period **[INSERT MONTH, DAY, YEAR]** through **[INSERT MONTH, DAY, YEAR]**

[\$[INSERT LATE FEE DUE IN NUMBER AMOUNT OF DOLLARS] for the period **[INSERT MONTH, DAY, YEAR]** through **[INSERT MONTH, DAY, YEAR]**

OR QUIT AND DELIVER THE POSSESSION OF THE PREMISES.

If you fail to perform or otherwise comply, **[INSERT YOUR COMPANY NAME HERE]** declares the forfeiture of your rental agreement/lease and will institute legal proceedings to obtain possession of the premises.

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