

# Notice to Pay or Vacate

Date: \_\_\_\_\_

Name of all Lessees \_\_\_\_\_,

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Since the Lessor has not received your rental payment in full, the Lessor has no other alternative but to begin eviction procedures. In accordance with State and Local laws, this is a legal document signifying that within \_\_\_\_\_ days legal action may be commenced against you in the \_\_\_\_\_ Court of \_\_\_\_\_ County, in the state of \_\_\_\_\_ for possession of your leased dwelling and all damages.

## \_\_\_\_\_ DAY NOTICE TO VACATE

Within \_\_\_\_\_ days of this notice being served upon you a payment for the full balance must be received by the Lessor, or you must give up possession of your dwelling immediately.

Your signed lease provides that if it becomes necessary for the Lessor to take legal action against you to enforce any terms of the lease, the lessor is entitled to recover from you all rent and fees due, court cost and attorney fees.

Since this process is costly to you and will effect your permanent credit record, we strongly encourage you to remit in full or contact the manager to make arrangements to immediately do so.

Sincerely Yours,

\_\_\_\_\_  
Manager