

Instructions for preparing and serving a fourteen-day notice to pay rent or vacate

Important: Effective on July 28, 2019, landlords must use this form instead of a three-day notice to pay or vacate.

Proper preparation and delivery of this form is critical for a notice to pay rent or vacate to be enforceable in a Washington court of law. *You should consult a lawyer prior to using this or any other legal form.*

The Loeffler Law Group PLLC provides this form as a courtesy without any claim as to its effectiveness or legality. Use of this form does not in any way create an attorney-client relationship between the user and any party associated with the Loeffler Law Group PLLC.

Preparing the notice

1. Name all parties known to be residing in the leased premises (do not include minor children).
2. Include the complete address of the leased premises.
3. *Do not include any amounts that are not rent or utilities using this notice.* Only amounts that are recurring or periodically charged may be included in this notice. If the notice demands amounts that are penalties or one-time fees it may invalidate the notice.
4. Do not include late fees in a fourteen-day notice.
5. Include the address where rent is to be paid on the notice.

Serving the notice

1. The notice must be hand-delivered to the tenant. Any party may hand-deliver the notice.
2. A notice should be delivered to each tenant.
3. If the tenant cannot be found, the notice may be hand-delivered to any person of suitable age and discretion who lives at the premises. A copy of the notice must be mailed by U.S. mail **in addition** to the notice delivered to the premises.
4. After attempting hand-delivery to the premises, the notice may be conspicuously affixed to the door or window of the premises. A copy of the notice must be mailed by U.S. mail **in addition** to the notice affixed to the premises.
5. Any mailed notice may be mailed by regular mail. A declaration of mailing similar to the declaration in the attached notice is sufficient proof of mailing. If there is any concern about whether the tenant will deny receipt of the mailed notice, mail an additional notice by certified mail with return receipt requested.
6. If a notice is mailed the compliance period is extended by one day.
7. The day of service does not count when calculating the time within which the tenant must comply with the notice. Weekends do count. The last day to comply with a notice may not be on a Sunday or holiday.

1 **FOURTEEN-DAY NOTICE TO PAY RENT**
2 **OR VACATE THE PREMISES**

3
4 To: and all other occupants
5 At:

6 You are receiving the attached notice because the landlord alleges you are not in compliance with the
7 terms of the lease agreement by failing to pay rent, utilities and recurring or periodic charges that are past
8 due.

9 (1) Monthly rent due for _____: \$ _____
10 (2) Utilities due for _____: \$ _____
11 (3) Other recurring or periodic charges identified in the lease
12 defined as follows _____: \$ _____
13 **TOTAL AMOUNT DUE:** \$ _____

14 **Note - payment must be by cash, cashier's check, money order, or certified funds pursuant to the**
15 **terms of the rental agreement.**

16 You must pay the total amount due to your landlord within fourteen (14) days after service of this notice
17 or you must vacate the premises. Any payment you make to the landlord must first be applied to the total
18 amount due as shown on this notice. Any failure to comply with this notice within fourteen (14) days after
19 service of this notice may result in a judicial proceeding that leads to your eviction from the premises.

20 **The Washington State Office of the Attorney General has this notice in multiple languages on its**
21 **web site. You will also find information there on how to find a lawyer or advocate at low or no cost**
22 **and any available resources to help you pay your rent. Alternatively, call 2-1-1 to learn about these**
23 **services.**

24 **State law provides you the right to receive interpreter services at court.**

25 WHERE TOTAL AMOUNT DUE IS TO BE PAID: _____
26 _____
27 _____

28 Dated this ____ day of _____, 20____.

LANDLORD

Signed: _____
Printed name: _____

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DECLARATION OF SERVICE

The undersigned, under penalty of perjury under the laws of the State of Washington, declares that copies of this 14-day notice to pay rent or vacate were

personally served on the tenant on _____

mailed to the tenant's address and posted at the rental premises on _____

Signed in the City of _____, this ____ day of _____, 20____.

Signed: _____

Printed name: _____