

## THREE DAY NOTICE TO PAY OR TO VACATE

This Notice is given to:

\_\_\_\_\_  
Tenant/Occupant Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

This Notice is given by:

\_\_\_\_\_  
Landlord/Owner Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

You are behind in payments required by your rental agreement. You must either pay everything you owe or move out within **three business days**. Business days do not include weekend days and legal holidays. Start counting the business days beginning with the business day after you receive this notice.

Move out means leave the property, take all your belongings, and leave any keys or access cards.

You owe:

Rent for these time periods:	\$
Other money owed under the lease: (list each item, the amount owed, and when it was due)	\$
<b>Total Amount Due</b>	<b>\$</b>

If you do not pay the total amount due or move out within three business days, the court may decide that:

- you are in “unlawful detainer” of the property, and
- you should be evicted.

If that happens, you would be removed from the property and may be required to pay all amounts due under your rental agreement plus attorney fees, court costs. You could also have to pay three times the amount of rent, late fees, and property damage.

You can find information about the eviction process at:  
[utcourts.gov/tenant](https://utcourts.gov/tenant)



Scan QR code  
to visit page

The court's Finding Legal Help web page ([utcourts.gov/help](http://utcourts.gov/help)) has information about how you can get legal help, including the Self-Help Center, reduced-fee attorneys, limited legal help and free legal clinics.



Scan QR code  
to visit page

\_\_\_\_\_  
Date

Landlord/Owner Signature ► \_\_\_\_\_  
Printed Name \_\_\_\_\_

### RETURN OF SERVICE

This Notice was served upon \_\_\_\_\_ (name) on  
\_\_\_\_\_ (date) in the following manner (check the appropriate boxes):

- ☐ A copy was delivered to the tenant/occupant personally.
- ☐ A copy was sent through certified or registered mail to the tenant/occupant's address.
- ☐ A copy was posted in a conspicuous place on the premises, as no one was home.
- ☐ A copy was left with \_\_\_\_\_ a person of suitable age and discretion at:  
    ☐ tenant/occupant's residence or ☐ tenant/occupant's place of business  
AND  
a second copy was mailed to ☐ tenant/occupant's residence or ☐ place of  
business.

Print here \_\_\_\_\_  
Name of person serving this notice

Sign here \_\_\_\_\_  
Name of person serving this notice