

LANDLORD'S TEN DAYS' NOTICE

TO: _____ (1)

You are hereby notified that your tenancy or lease of the following described premises situated in the City of CHICAGO, County of COOK, and State of ILLINOIS, described as follows, to wit:

(Address): (2)

together with all buildings, sheds, closets, out-buildings, garages, and barns used in connection with said premises will be terminated as you have breached the terms of your lease or tenancy as follows:

(specify lease clause violated): (3)

and you are notified to quit and deliver up possession of the same within ten (10) days from the date of service unless you cure the breach within the ten (10) day period after receipt of this notice.

DATED: _____ (4)

_____, (5) _____, Landlord, By: X _____ (6)

State of Illinois)
) SS **Affidavit of Service**--when served by a person not an officer.
County of Cook)

_____, (7) _____, being duly sworn, on oath deposes and says that on _____ (8) _____, 20____, he served the above notice on the tenant named therein as follows:

(1) by delivering a copy thereof to the within named tenant _____ (9a)

(2) by delivering a copy thereof to _____ (9b) _____
a person above the age of thirteen years, residing on or in charge of the within described premises.

Verification by Certification

Under the penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

X _____ (10) _____
(notice server signature)

THE RIGHT WAY TO FILL OUT LANDLORD'S TEN DAYS' NOTICE

- 1) This space is for the first and last names of all the tenants in the apartment.
- 2) This space is for the full address of the property. You must include the street address, the apartment, unit #, or floor, and the city, the state, and zip code.
- 3) This space is to specify the lease clause violated and the tenant's acts which are in violation.
- 4) This space is for the date that the landlord filled in the Ten Days' Notice. This does not have to be the same date that the tenant gets the notice.
- 5) This space is for the name of the landlord. It should be neatly printed.
- 6) This space is for the signature of the landlord or the person that is acting on behalf of the landlord.

When you give the tenant the notice, the affidavit of service is NOT filled in yet. The affidavit gets filled in on the copy of the notice that you keep.

- 7) This space is for the name of the person who gave the notice to the tenant. It should be neatly printed.
- 8) This space is for the date that the notice was given to the tenant. Make sure to include the month, date, and year. For example: May 5, 2010.
- 9a) If the notice was given to one of the tenants whose names are listed in (1) of the notice, then print that person's name here.
- 9b) If the notice was given to someone other than one of the tenant's whose names are listed in (1) of the notice, then print that person's name here. You can only use this option if the person is over 13 years old and has the "run of the property." For example: the tenant's teenage or adult children or the tenant's girlfriend/boyfriend. If the property is commercial, you can give the notice to an employee. If you do not know the person's name, then give a physical description – sex, race, approximate age, etc.
- 10) This space is for the signature of the person who gave the notice to the tenant. This should be the same person who's name is in (7) of the affidavit. By signing this notice the server swears to the facts of the affidavit. It does not need to be notarized.