

THE RIGHT WAY TO FILL OUT LANDLORD'S FIVE 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 total dollar amount of rent that the tenant owes. Do not include late fees, security deposit, or costs for damages in this total. Rent only.
 - 3) This space is for the amount of rent that the tenant is supposed to pay each month. Again, do not include late fees in this amount. Rent only.
 - 4) This space is for the first month for which rent is due. For example: April 2006.
 - 5) This space is for the last month for which rent is due. For example: May 2006.
 - 6) 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.
 - 7) This space is for the name of the person or company that the tenant can give their rent to if they are able to pay the total amount owed.
 - 8) This space is for the date that the landlord filled in the Five Days' Notice. This does not have to be the same date that the tenant gets the notice. The amount of rent due in (2) should be the amount that is due as of this date.
 - 9) This space is for the name of the landlord. It should be neatly printed.
 - 10) 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.*
- 11) This space is for the name of the person who gave the notice to the tenant. It should be neatly printed.
 - 12) 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, 2006.
 - 13a) If the notice was given to one of the tenants who's names are listed in (1) of the notice, then print that person's name here.
 - 13b) If the notice was given to someone other than one of the tenant's who's 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.

14) 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 (11) of the affidavit. By signing this the notice server swears to the facts of the affidavit. It does not need to be notarized.