

LANDLORD'S THIRTY DAYS' NOTICE

TO: (1)

You are hereby notified that your tenancy of the following premises, to wit:

(Address): (2)

located in the County of Cook, State of Illinois, will terminate on midnight of _____(3)_____, 20____, and you are now hereby required to surrender possession of said premises on that day.

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

THE RIGHT WAY TO FILL OUT LANDLORD'S THIRTY 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 for the last day of the tenancy. This will usually be the last day of the following month. It is not just 30 days from the date of the notice, it is the last day of the tenancy term. If the tenancy runs from the first of the month to the last of the month, the tenancy ends on the last day of the month, as long as it is at least 30 days from the date that the tenants get the note. This means that the actual notice time is more than 30 days.
For Example: Your month to month tenant is renting from May 1, 2006 to May 31, 2006. You want him to move, so you give him a 30 days' notice on May 2, 2006. The last day of his tenancy is June 30, 2006 *not* May 31, 2006.
 - 4) This space is for the date that the landlord filled in the Thirty 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, 2006.
 - 9a) 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.
 - 9b) 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.
 - 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 the notice server swears to the facts of the affidavit. It does not need to be notarized.