

# THREE DAY NOTICE TO PAY RENT OR QUIT

To: #1

And Does 1 through 5, Inclusive.

Address of Premises: #2

Within THREE (3) days after service of this notice upon you, you are required to deliver up possession of the above-described premises to the undersigned or authorized agent or pay the total sum of \$ #3 to the undersigned or agent for rent of the premises.

The sum you are required to pay is for the rent due and unpaid as follows:

\$ #4	for the period of #4	through #4
\$	for the period of	through
\$	for the period of	through
\$	for the period of	through

Unless you have paid the full amount enumerated above or vacated and delivered up possession of the premises within THREE (3) days after service of this notice upon you, legal proceedings shall be instituted against you to recover possession of the premises and to have the rental agreement under which you hold the premises forfeited.

Make rent payable to: #5

Deliver rent **BY US MAIL ONLY** to the following address:

#6

Date: #7

Agent: #8

Telephone: #9

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Agent/Owner

#1 – Include the full name of all adult occupants living at the property even if they are not on the lease/rental agreement.

#2 – Include Street Number, Street Name, Unit No. (if applicable), City, State and Zip Code

Example: Apartment  
1234 Brown Street, #5  
San Diego, CA 92111

If there is a garage or separate storage unit that is not attached to the unit but is included on the lease/rental agreement, you need to include it on the notice.\*

Example: Apartment with Detached Garage  
1234 Brown Street, #5 and Garage #5  
San Diego, CA 92111

Example: House with Detached Shed  
1234 Brown Street and Shed  
San Diego, CA 92111

\*If the garage/storage unit does not share a common door with the rental unit or house, you must include the garage/storage unit in the address on your notice. If it is not listed, then the sheriff's department will not perform a lockout of that structure and you may have to file a separate eviction.

If the tenant rents the garage on a separate contract from the rental unit, you might have to file a separate eviction. Please contact our office at 619-235-6180 or email [info@simonelawfirm.com](mailto:info@simonelawfirm.com).

#3 – Total amount of rent owed. This number should only include unpaid rent (no late fees or utilities).

#4 – Amount of rent owed per period (monthly, weekly, etc.). Make sure that the amount and due date match the rental agreement/lease.

Example: Rent of \$1,600 is due on the first and the tenant failed to pay January 2020  
\$1,600 for the period of January 1, 2020 through January 31, 2020

Example: Rent of \$1,600 is due on the third and the tenant failed to pay January 2020  
\$1,600 for the period of January 3, 2020 through February 2, 2020

Example: Rent of \$1,600 is due on the first and the tenant made a partial payment of \$800 for January 2020

\$800 for the period of January 1, 2020 through January 31, 2020

#5 – Name of who to make rent payable to.

#6 – PO Box or physical address to mail rent to.

The attorneys at Simone & Associates recommend that landlords accept rent by mail only when the rent is demanded in a three-day notice. If a landlord provides an address for the tenant to deliver rent, then the landlord must be present at a specific address for a specified amount of time. If the landlord is not present at the address during the entire time on the notice, this may be used as a defense in an eviction proceeding.

If you prefer to demand rent by direct deposit into a bank account, please contact our office at 619-235-6180 or email [info@simonelawfirm.com](mailto:info@simonelawfirm.com).

#7 – Date the notice was drafted.

Do not date and serve the notice until the rent is late. If the date the rent is due falls on a weekend, then the due date is extended to the next business day.

Example: Rent is due on the first. February 1, 2020 falls on a Saturday, which extends the due date to Monday, February 3, 2020. Rent is not late until Tuesday, February 4, 2020. Thus, you cannot date and serve a notice until Tuesday, February 4, 2020.

#8 – Name of an individual that is an agent or owner of the property. If the property is owned by an entity, you still need to include the name of an actual person. The tenant needs to know who they can contact to pay rent.

#9 – A phone number for an individual that is an agent or owner of the property.