

THREE DAY NOTICE TO PAY RENT OR DELIVER POSSESSION

DATE: _____

ADDRESS: _____

TO: _____

YOU ARE HEREBY NOTIFIED THAT YOU ARE INDEBTED TO US IN THE SUM OF: \$ _____

FOR THE RENT AND USE OF THE ABOVE REFERENCED PREMISES IN _____
COUNTY, FLORIDA, NOW OCCUPIED BY YOU AND THAT WE DEMAND PAYMENT OF SAID RENT OR THAT
YOU SURRENDER POSSESSION OF THE SAID PREMISES WITHIN THREE (3) DAYS (EXCLUDING
SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS) FROM THE DATE OF DELIVERY OF THIS NOTICE:

ON OR BEFORE THE _____ DAY OF _____, 20_____.

YOUR FAILURE TO COMPLY WITH THIS NOTICE MAY RESULT IN EVICTION PROCEEDINGS BEING
INSTITUTED AGAINST YOU PURSUANT TO SECTION 83 FLORIDA STATUTES. WE WILL RETAKE
POSSESSION FOR YOUR ACCOUNT IN THE EVENT YOU VACATE OR ARE EVICTED. YOU WILL BE HELD
LIABLE FOR PAST DUE RENT, AND, FUTURE RENT DUE UNDER THE FULL TERM OF YOUR RENTAL
AGREEMENT MINUS ANY RENT RECEIVED FROM RERENTING THE PREMISES, ANY CHARGES DUE UNDER
THE TERMS OF YOUR RENTAL AGREEMENT, DAMAGES TO THE PREMISES, ATTORNEYS' FEES AND
COURT COSTS.

Owner Signature and Printed Name

Property/Company Address

Telephone Number

CERTIFICATE OF SERVICE

I hereby certify that a copy of the above notice was:

_____ delivered to _____ by hand

_____ posted on the premises described above in the tenants absence

on _____, 20_____.

By: _____
Owner/Agent

3 DAY NOTICE INSTRUCTION FORM

“A Proper Three Day Notice is Crucial to a Successful Eviction Action”

_____ **Address notice** to ALL adult occupants (**full names, first and last, not Ms., Mr., etc.**) including those who have moved out during the lease term, or who may have established tenancy. A full and complete address is necessary, i.e., Unit A or B, Left or right side, main house, upstairs, etc. **DO NOT FORGET THE COUNTY.**

_____ **Date the notice** on the day you are serving it.

_____ **Fill in the exact, undisputed amount of RENT owed.** Only certain circumstances can you put in late charges – CALL US for info on this.

_____ **Fill in the expiration day** “to wit on or before _____”
You do not count the day of delivery and it will expire on the third business day, excluding Sat., Sun., and legal holidays from date of delivery, i.e., deliver Monday, expires Thursday. Deliver Wednesday, expires Monday. (Unless a holiday in between).

_____ **Fill in your complete name and address.** If you are an agent, sign as agent and put your company’s name in.

Now – copy your notice and put original in your file. Take copy and serve by posting on door (if no one is home) or hand deliver in person. Do not serve to anyone except an adult who is over 15 and resides at the property. **Never serve to guests, children or babysitters.**

When you return to your home or office fill out the “Certificate of Service” on your original describing how and to whom it was served.

If you are afraid to serve a notice or live out of state, a Process Server may do so.

Do not mail the notice, that is much trickier and has specific rules.

NOTE: IF YOUR TENANT TRIES TO PAY THE FULL AMOUNT OF RENT OWED PRIOR TO THE EXPIRATION OF THE 3 DAY NOTICE, YOU MUST ACCEPT THE RENT. IF YOU ACCEPT A PARTIAL, IMMEDIATELY SERVE A THREE DAY NOTICE FOR THE BALANCE OWED.

For further help, seek the advice of an attorney.