Date (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Tenant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address of Rental Unit:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
This notice is to inform you that the rent payments are overdue for the above premises which you currently hold and occupy. The total amount of payable rent is $ \_\_\_\_\_\_\_\_\_\_.  
Your rent payments for the following time periods are due and payable immediately:  
Rental Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Rent Amount $ \_\_\_\_\_\_\_\_\_\_  
Rental Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Rent Amount $ \_\_\_\_\_\_\_\_\_\_  
Rental Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Rent Amount $ \_\_\_\_\_\_\_\_\_\_  
You are hereby required to pay the rent owing in FULL within 3 THREE days. No partial payment of rent will be accepted.  
If you fail to do so, legal proceedings will be instituted against you to recover the premises, the rent owing and any relevant damages as allowed by the law.

**PROOF OF SERVICE**

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the above notice, of which this is a true copy, on the following tenant(s) in possession in the manner(s) indicated below:  
[   ] On \_\_\_\_\_\_\_\_\_\_, I handed the notice to the tenant(s) personally.  
[   ] On \_\_\_\_\_\_\_\_\_\_, after attempting personal service, I handed the notice to a person of suitable age and discretion at the residence/business of the tenant(s), AND I deposited a true copy in the [Name of Your Postal Service], in a sealed envelope with postage fully prepaid, addressed to the tenant(s) at his/her/their place of residence.  
  
[   ] On \_\_\_\_\_\_\_\_\_\_, after attempting service in both manners described above I placed the notice in a conspicuous place at the residence of the tenant(s) AND I deposited a true copy in the [Name of Your Postal Service] in a sealed envelop with postage fully prepaid, addressed to the tenant(s) at his/her/their place of residence.

Landlord's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- See more at: http://www.propertydo.com/free-eviction-notice-forms.html#sthash.isQH59Fk.dpuf