3-Day Notice Instructions

Please follow these tips when completing your 3-day notice.

1. **DATE:** The date should be the date you are actually posting or delivering the notice.

2. **TENANT NAME(S):** Write the <u>names of all adult tenants</u> who are actually on the lease or the names of any adult tenants if there is no lease.

3. **ADDRESS:** Write the correct address, and <u>county</u> (and apartment number, if any) on the notice.

4. **AMOUNT OF RENT DUE:** This is the <u>actual amount of rent</u> the tenant owes you. <u>DO NOT</u> include any late fees or utilities.

5. **DATE NOTICE EXPIRES:**
    - Do not count the day that the notice is posted or delivered.
    - Do not count any holidays. (Check your county website for court recognized holidays.)
    - Below is a list of some of the more common dates of holidays recognized in various counties throughout the State of Florida during the 2019 calendar year:
        - 1/1, 1/21, 4/19, 5/27, 7/4, 9/2, 9/30, 10/9, 11/11, 11/28, 11/29, 12/24, 12/25
        - This list is not exhaustive and you should check with the Clerk of Court in your County for a list of legal holidays for the year since each County recognizes different holidays. This link has a list of all the Clerks of Court in the State to assist you: http://www.flclerks.com/directory.html
    - Do not count Saturdays or Sundays in your calculation.
        - If the notice is posted on Friday, Saturday, or Sunday, day 1 starts on Monday (unless Monday is a holiday)
    - Do not give less than 3 days (excluding weekends and holidays).
    - **P.O. BOXES:** If you are using a PO Box as an address for the landlord you <u>must add 5 additional business days to the due date in the notice.</u>
    - If your property is located in Brevard, Broward, Citrus, Flagler, Hernando, Lake, Marion, Orange, Osceola, Putnam, Seminole, St. Johns, Sumter, or Volusia Counties and you live in a different county or state from your tenant, you <u>must add 5 additional business days to the due date in the notice</u>.

6. **CERTIFICATE OF SERVICE:** Complete the date, time and person who posted or delivered the notice.

7. **LANDLORD INFORMATION:** Fill in the landlord/owner's name, address, and phone number. If using a property manager or agent, include this information as well.

8. **HOW TO DELIVER THE NOTICE:** The notice should be delivered to the tenant or posted on the door.
    - Do not mail the notice or you <u>must have to add 5 additional business days to the due date in the notice</u>.
    - **MAKE COPIES:** Make an exact copy of the notice you delivered to the tenant, and keep it for your records. This will be needed to file your lawsuit.

9. **MAKE COPIES:** Make an exact copy of the notice you delivered to the tenant, and keep it for your records. This will be needed to file your lawsuit.

❖ **These instructions and the attached notice are provided for your convenience and should not be construed as legal advice. If you are unsure about what type of notice to post, or how to complete the notice please contact an attorney.**

Date: _____
(Date Notice is delivered)

To: _____ and all others in possession
(Names of all adult tenants)

_____ Apt _____
(Property Address)

_____, _____, _____
(City) *(State)* *(Zip)*

3-DAY NOTICE FOR NONPAYMENT OF RENT

You hereby are notified that you are indebted to me in the sum of $_____ for the rent and
(Excluding utilities & late fees)

use of the premises located at _____Apt _____,
(Address of property) *(Apt # if any)*

_____, _____, _____, _____,
(City) *(State)* *(Zip)* *(County)*

now occupied by you, and that I demand payment of the rent or possession of the premises within three days

(excluding Saturdays, Sundays, and legal holidays) from the date of delivery of this notice, specifically, on or

before _____.

(Date notice expires)

CERTIFICATE OF SERVICE

I certify that a copy of this notice has been furnished to the above-named tenant on

_____ 2019, at_____ by _____
(Date notice delivered) *(Time)* *(Name of person who served notice)*

1. _____ Delivery to tenant.

2. _____ Posting in a conspicuous place on the premises.

Landlord Name: _____
Landlord's Agent *(if you are not owner)*: _____
Address: _____
_____
Phone Number: _____