

Instructions for preparing and serving a 14-day notice to pay rent or vacate

Important: Effective July, 2021, landlords must use this form instead of prior versions of the 14-day notice.

In addition to this notice, landlords must include a copy of a “notice of eviction resolution program” and mail a copy to the local dispute resolution center at the time the notice is delivered.

Proper preparation and delivery of this form is critical for a notice to pay rent or vacate to be enforceable in a Washington court of law. *You should consult a lawyer prior to using this or any other legal form.*

The Loeffler Law Group PLLC provides this form as a courtesy without any claim as to its effectiveness or legality. Use of this form does not in any way create an attorney-client relationship between the user and any party associated with the Loeffler Law Group PLLC.

Preparing the notice

1. Name all parties known to be residing in the leased premises (do not include minor children).
2. Include the complete address of the leased premises.
3. *Do not include any amounts that are not rent or utilities using this notice.* Only amounts that are recurring or periodically charged may be included in this notice. If the notice demands amounts that are penalties or one-time fees it may invalidate the notice.
4. Do not include late fees in a fourteen-day notice.
5. Include the address where rent is to be paid on the notice.

Serving the notice

1. The notice must be hand-delivered to the tenant. Any party may hand-deliver the notice.
2. A notice should be delivered to each tenant.
3. If the tenant cannot be found, the notice may be hand-delivered to any person of suitable age and discretion who lives at the premises. A copy of the notice must be mailed by U.S. mail **in addition** to the notice delivered to the premises.
4. After attempting hand-delivery to the premises, the notice may be conspicuously affixed to the door or window of the premises. A copy of the notice must be mailed by U.S. mail **in addition** to the notice affixed to the premises.
5. Any mailed notice may be mailed by regular mail. A declaration of mailing similar to the declaration in the attached notice is sufficient proof of mailing. If there is any concern about whether the tenant will deny receipt of the mailed notice, mail an additional notice by certified mail with return receipt requested.
6. If a notice is mailed the compliance period is extended by one day.
7. The day of service does not count when calculating the time within which the tenant must comply with the notice. Weekends do count. The last day to comply with a notice may not be on a Sunday or holiday.

8. Mail a copy of the notice to the local dispute resolution center. A link to a list of local dispute resolution centers published by Washington courts is on the Loeffler Law Group website and here: https://www.courts.wa.gov/court_dir/?fa=court_dir.dispute

NOTICE

Washington Law relating to notices to pay rent or vacate was amended in 2021 creating many more protections for residential tenants and adding duties to landlords when requiring rent to be brought current. See *e.g.* ESHB 1236 and E2SSB 5160. This form and recommended instructions are believed to be current and consistent with Washington State Law. However, you, the reader, should be aware these laws have only recently been implemented and the courts have yet to rule on their enforceability or interpretation.

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1 **FOURTEEN-DAY NOTICE TO PAY RENT**
2 **OR VACATE THE PREMISES**

3
4 To: and all other occupants
5 At:

6 You are receiving the attached notice because the landlord alleges you are not in compliance with the
7 terms of the lease agreement by failing to pay rent, utilities and recurring or periodic charges that are past
8 due.

- 9 (1) Monthly rent due for _____: \$ _____
- 10 (2) Utilities due for _____: \$ _____
- 11 (3) Other recurring or periodic charges identified in the lease
12 defined as follows _____: \$ _____
- 13 **TOTAL AMOUNT DUE:** \$ _____

14 **Note - payment must be by cash, cashier's check, money order, or certified funds pursuant to the
15 terms of the rental agreement.**

16 You must pay the total amount due to your landlord within fourteen (14) days after service of this notice
17 or you must vacate the premises. Any payment you make to the landlord must first be applied to the total
18 amount due as shown on this notice. Any failure to comply with this notice within fourteen (14) days after
19 service of this notice may result in a judicial proceeding that leads to your eviction from the premises.

20 **The Washington State Office of the Attorney General has this notice in multiple languages as well
21 as information on available resources to help you pay your rent, including state and local rental
22 assistance programs, on its web site at www.atg.wa.gov/landlord-tenant.**

23 **State law provides you the right to legal representation and the court may be able to appoint a lawyer
24 to represent you without cost to you if you are a qualifying low-income renter. If you believe you
25 are a qualifying low-income renter and would like an attorney appointed to represent you, please
26 contact the Eviction Defense Screening Line at 855-657-8387 or apply online at
27 <https://nwjustice.org/apply-online>. For additional resources, call 2-1-1 the Northwest Justice
28 Project CLEAR Hotline outside King County (888) 201-1014 weekdays between 9:15 a.m. – 12:15
p.m., or (888) 387-7111 for seniors (age 60 and over). You may find additional information to help
you at <http://www.washingtonlawhelp.org>. Free or low-cost mediation services to assist in
nonpayment of rent disputes before any judicial proceedings occur are also available at dispute
resolution centers throughout the state. You can find your nearest dispute resolution center at
<https://www.resolutionwa.org>.**

State law also provides you the right to receive interpreter services at court.

WHERE TOTAL AMOUNT DUE IS TO BE PAID: _____

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Dated this ____ day of _____, 20____.

LANDLORD

Signed: _____
Printed name: _____

DECLARATION OF SERVICE

The undersigned, under penalty of perjury under the laws of the State of Washington, declares that copies of this 14-day notice to pay rent or vacate and a copy of the notice of eviction resolution program were

personally served on the tenant on _____
 mailed to the tenant's address and posted at the rental premises on _____

Copies of these documents were mailed to the local dispute resolution center on _____

Signed in the City of _____, this ____ day of _____, 20____.

Signed: _____
Printed name: _____

1
2 **Notice of Eviction Resolution Program**

3 Notice is hereby provided of an eviction resolution program in King County.

4 You may contact the county’s local dispute resolution center at
5

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7
8 You may contact the local housing justice project or housing advocacy service for low-income residents
9 at

10
11
12 The Washington state office of the attorney general has this notice in multiple languages on its website.
13 You will also find information there on how to find a lawyer or advocate at low or no cost and any
14 available resources to help you pay your rent. Alternatively, you may find additional information to help
15 you at <http://www.washingtonlawhelp.org>.

16
17 Failure to respond to this notice within 14 days may result in the filing of a summons and complaint for
18 an unlawful detainer action with the court.

19 Landlord or Landlord’s Agent Contact Information

20 Name: _____

21 Address: _____
22 _____

23 Phone: _____

24 E-mail: _____
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