

IMPORTANT NOTICE

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_ and all others in possession

\_\_\_\_\_

\_\_\_\_\_

Please be advised that you have been turned over to our attorney and are currently under eviction proceedings for non-payment of rent. We are not accepting your payment as we want possession of the premises. You must come in to the management office immediately to make settlement arrangements to move-out and return your keys. The monies you have tendered are enclosed with this letter to be returned to you.

Eviction proceedings will continue and the proper measures will be taken to regain possession of your unit should you fail to follow these instructions.

\_\_\_\_\_  
Property Manager

I certify that I served a true and correct copy of the foregoing Notice on the above named tenant(s) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_  A.M.  P.M.

\_\_\_\_\_ personally serving same upon said tenant.

\_\_\_\_\_ posting same at the above described premises in the absence of said tenant.

Served by: \_\_\_\_\_