

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. Because of this action this office will not accept the partial payment that you have tendered. You must come in to the management office immediately to make settlement arrangements in order to stay in possession of your dwelling unit. The monies you have tendered are enclosed with this letter and 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: _____