



NOTICE TO PAY RENT OR QUIT (C.A.R. Form PRQ, Revised 12/16)

To: _____ ("Tenant") and any other occupant(s) in possession of the premises located at: _____ (Street Address) _____ (Unit/Apartment #) _____ (City) _____ (State) _____ (Zip Code) ("Premises").

Other notice address if different from Premises above: _____

Notice to the above-named person(s) and any other occupants of the above-referenced Premises:

WITHIN 3 (OR _____ (BUT NOT LESS THAN 3)) DAYS from service of this Notice you are required to either:

1. Pay Rent, which is past due, for the Premises in the amount specified below, as follows:

(i) Past Due Rent: \$ _____ for the period _____ to _____ \$ _____ for the period _____ to _____ \$ _____ for the period _____ to _____

Total Due: \$ _____

(ii) If applicable, check, money order, draft or instrument, shall be made payable to: _____

(iii) Rent shall be delivered to: _____ (specific individual) whose phone number is _____, at _____ (Address)

(iv) Rent may be delivered in person between the hours of _____ on the following days _____

OR 2. Vacate the Premises and surrender possession.

If you do not pay the past due amount or give up possession by the required time, a legal action will be filed seeking not only damages and possession, but also a statutory damage penalty of up to \$600.00 (California Code of Civil Procedure § 1174). Landlord declares a forfeiture of the lease if past due rent is not paid and you continue to occupy the Premises. As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to pay your rent.

Landlord _____ Date _____ (Owner or Agent)

Landlord _____ Date _____ (Owner or Agent)

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

3. DELIVERY OF NOTICE/PROOF OF SERVICE:

This Notice was served by _____, on _____ (date) In the following manner: (if mailed, a copy was mailed at _____ (Location))

Emailing a notice does not satisfy the requirements of Code of Civil Procedure §§ 1162(a) or 1162(b).

To comply with state law, service attempts must be done in the following order: A, then B, then C.

A. Personal service. A copy of the Notice was personally delivered to the above named Tenant.

B. NOTE: SUBSTITUTED SERVICE MAY BE USED IF THE TENANT IS ABSENT FROM THE TENANT'S



RESIDENCE OR USUAL PLACE OF BUSINESS.

- Substituted service.** A copy of the Notice was left with a person of suitable age and discretion at the Tenant's residence or usual place of business and a copy was mailed to the Tenant at the Premises.
- C. NOTE: POSTING AND MAILING OF THE NOTICE MAY BE USED ONLY IF THE TENANT'S RESIDENCE OR USUAL PLACE OF BUSINESS CANNOT BE ASCERTAINED OR IF KNOWN THEN ONLY IF NO PERSON OF SUITABLE AGE AND DISCRETION CAN BE FOUND AT THOSE LOCATIONS.**
- Post and mail.** A copy of the Notice was affixed to a conspicuous place on the Premises and a copy was mailed to the Tenant at the Premises.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of person serving Notice)

(Date)

(Print Name)

(Keep a copy for your records.)

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