

NOTICE TO LEAVE THE PREMISES

To: _____ and
all other occupants.

The purpose of this letter is to ask you to LEAVE the premises now in your possession, situated in _____ [city], Lorain County, Ohio and known as _____
_____. [Street Address]

together with the lot of land on which these premises are located. You are being asked to leave for the following reason(s): _____

_____.

Your compliance with this notice within _____ days after its service will prevent an eviction case being filed in court against you.

YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU DO NOT LEAVE, AN EVICTION ACTION MAY BE INITIATED AGAINST YOU. IF YOU ARE IN DOUBT REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK LEGAL ASSISTANCE.

Yours respectfully,

Signature of Owner or Authorized Representative

Printed Name of Who is Asking Tenant to Leave

Address

Phone number

Dated this _____ day of _____, 20 ____

[INSTRUCTIONS TO PREPARE A] NOTICE TO LEAVE THE PREMISES

[Delivering a notice to leave the premises is mandatory before filing an eviction lawsuit in Ohio. A sample that might be used by you is on the next page. This is commonly called a "three day notice."]

To: _____ and all other occupants.

[Name all lessees, tenants or other adult occupants, whether or not they are there with your permission. Do not include minor children. If you are unsure of the ages of some younger residents, err on the side of naming them. These people must be then also named as defendants if they do not vacate and you must file the eviction lawsuit.]

The purpose of this letter is to ask you to LEAVE the premises now in your possession, situated in _____ [city], _____ [county], Ohio and known as _____

[Include the full street address and any suite number or other specific description of the rental premises]

together with the lot of land on which these premises are located. You are being asked to leave for the following reason: _____

_____ *[Stating reasons for eviction is mandatory in some courts and optional in others and, when stated, may limit you to the reasons given].*

Your compliance with this notice within [_____] days after its service will prevent an eviction case being filed in court against you. *[Must be a minimum of three business days – To calculate the time when the eviction complaint can be filed with the court, do not count the day the notice is served. You must also exclude from the count any intermediate days on the weekends or holidays. EXAMPLE: If the three (3) day notice is served on a Thursday you begin the count on Friday. You do not count either Saturday or Sunday. Therefore, the eviction complaint cannot be filed sooner than the following Wednesday. If the Monday is a national holiday, you cannot file until the following Thursday.]*

YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU DO NOT LEAVE, AN EVICTION ACTION MAY BE INITIATED AGAINST YOU. IF YOU ARE IN DOUBT REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK LEGAL ASSISTANCE. *[This language is mandatory and must be conspicuous.]*

Yours respectfully,

Signature of Owner or Authorized Representative

Printed Name of Who is Asking Tenant to Leave
[The person or business named on this notice must also always be named as a party to the eviction lawsuit.]

Address and phone number

Dated this _____ day of _____, 20 ____

The above instructions are offered to assist and not meant to be inclusive of all procedures the landlord/agent must follow, especially in situations other than nonpayment of rent. One or more notices with other waiting periods may be required before serving this notice, such as for certain breaches of the lease or to terminate a month-to-month tenancy. PLEASE SEEK LEGAL ADVICE