

3-Day Notice Instructions

Please follow these tips when completing your 3-day notice.

1. **DATE:** The date should be the date you are actually posting or delivering the notice.
2. **TENANT NAME(S):** Write the names of all adult tenants who are actually on the lease or the names of any adult tenants if there is no lease. **DO NOT INCLUDE THE NAMES OF ANY MINORS.**
3. **ADDRESS:** Write the correct address, and county (and apartment number, if any) on the notice. **IF THE UNIT/PROPERTY IS AN EFFICIENCY, ROOM WITHIN A LARGER PROPERTY, OR NOT THE MAIN PROPERTY, PLEASE BE SURE THE ENTRANCE TO THE UNIT IS LABELED AND THE NOTICE REFERENCES THE SPECIFIC LOCATION.**
4. **AMOUNT OF RENT DUE:** This is the actual amount of rent the tenant owes you. DO NOT include any late fees or utilities.
5. **DATE NOTICE EXPIRES:**
 - Do not count the day that the notice is posted or delivered.
 - Do not count any holidays. (Check your county website for court recognized holidays.)
 - This link has a list of all the Clerks of Court in the State to assist you: <http://www.flclerks.com/directory.html>
 - Do not count Saturdays or Sundays in your calculation.
 - If the notice is posted on Friday, Saturday, or Sunday, day 1 starts on Monday (unless Monday is a holiday)
 - Do not give less than 3 days (excluding weekends and holidays).
 - **P.O. BOXES:** If you are using a PO Box as an address for the **landlord** you must add 5 additional calendar days to the due date in the notice. Your notice cannot expire on a weekend or a holiday.
 - If your property is located in Brevard, Broward, Citrus, Flagler, Hernando, Lake, Marion, Orange, Osceola, Putnam, Seminole, St. Johns, Sumter, or Volusia Counties and you live in a different county or state from your tenant, you must add 5 additional calendar days to the due date in the notice. Your notice cannot expire on a weekend or a holiday.
6. **CERTIFICATE OF SERVICE:** Complete the date, time and person who posted or delivered the notice.
7. **LANDLORD INFORMATION:** Fill in the landlord/owner's name, address, and phone number. If using a property manager or agent, include this information as well.
8. **HOW TO DELIVER THE NOTICE:** The notice should be delivered to the tenant or posted on the door.
 - Do not mail the notice **UNLESS REQUIRED BY YOUR WRITTEN AGREEMENT.** If mailed, you must add 5 additional calendar days to the due date in the notice.
 - **MAKE COPIES:** Make an exact copy of the notice you delivered to the tenant, and keep it for your records. This will be needed to file your lawsuit.
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❖ **These instructions and the attached notice are provided for your convenience and should not be construed as legal advice. If you are unsure about what type of notice to post, or how to complete the notice please contact an attorney.**

THREE-DAY NOTICE TO TENANT

Demand for Possession

Pursuant Florida Statutes § 83.56

_____ COUNTY, STATE OF FLORIDA

Date Served: _____

To: _____

And: _____

And all others in possession of: _____

You are hereby notified that you are indebted to me in the sum of \$_____ for the rent and use of the premises located at: _____, now occupied by you.

Rental agreement: _____ to _____ At \$_____ per _____ due on the _____ of each _____.

The indebted sum is for rent due for the period(s) of: _____

I demand payment of said rent in full or possession of the premises within **THREE (3) DAYS** (excluding Saturday, Sunday, and legal holidays) from the date of delivery of this notice, to wit:

On or before the following date: _____ day of _____, _____ by **5:00 P.M.**

THIS NOTICE IS SENT TO YOU PURSUANT TO FLORIDA STATUTES, CHAPTER 83.

In the event you fail to pay the rent or vacate, we shall immediately take legal action to evict you and recover possession, together with all rent accrued, costs, and attorney's fees permitted by law.

Landlord/Agent Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

CERTIFICATE OF SERVICE

I hereby certify that a copy of this notice was delivered to the above-named tenant(s) by:

- Personal** delivery to a person 15 years of age or older residing on the premises.
- Certified** Mail AND **First Class** Mail to tenant's last known address.
- Posting** in a conspicuous place on the premises AND mailing a copy to tenant's last known address (tenant absent).

Served on: _____ at _____ AM PM

Signature — Agent/Landlord / Person Serving Notice

Signature of Person Receiving Notice (if applicable)

Printed Name: _____

Witnessed by (if posted): _____