

# NOTICE TO LEAVE PREMISES (Three-day Notice)

Rev. Code Sec. § 1923.04

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Tenant's Street Address

\_\_\_\_\_  
Tenant's City/State/Zip

\_\_\_\_\_  
Tenant's Phone

\_\_\_\_\_  
Tenant's Name

The purpose of this letter is to ask you to LEAVE the premises now in your possession, situated in

\_\_\_\_\_, Ohio, and described as:  
(city) (county)

\_\_\_\_\_  
(full address and suite number of rental)

together with the lot of land on which these premises are located. You are being asked to LEAVE for the following reason: (state reasons for eviction) \_\_\_\_\_

Your compliance with this notice within 3 days after service will prevent any further eviction action 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.**

**NOTICE GIVEN ON THIS DATE:** \_\_\_\_\_

\_\_\_\_\_  
Landlord (Signature)

\_\_\_\_\_  
Print Name of Landlord

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\* This notice must be served at least (3) days before commencing the Eviction Action. Do not count weekend days or holidays. \*

**NOTICE TO LEAVE PREMISES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEMORANDUM**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, I served the within notice  
on the within named \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

by leaving a written copy thereof<sup>1</sup> \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. "With him (or her, or them) personally" or "at his (or her, or their) place of abode" ( The notice should be served on this defendant personally if he can be conveniently found)