

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 thereof¹ _____

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)