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For a more comprehensive explanation of the service requirements, check out our [Comprehensive Guide to Evicting a Tenant in Washington State](#). However, the abbreviated service instructions below should suffice in 90+% of cases. You must be careful to correctly serve your tenant, because if you do not, a tenant's attorney will likely be able to invalidate your notice and you will have to re-notice the tenant and start the eviction process over from scratch.

How to Serve a Pre-lawsuit Unlawful Detainer Notice:

1. Personal service: Hand a copy of the notice to each resident.
2. Substituted personal service:
 - a. Hand a copy of the notice to a person of suitable age and discretion who resides in the tenant's unit AND
 - b. mail enough copies of the notice for each resident to the tenant's address.
3. Posting and mailing: If and only if you knocked on the tenant's door but nobody answers, the law permits service by posting and mailing as follows:
 - a. Conspicuously post the notice on the tenant's door AND
 - b. mail enough copies of the notice for each resident to the tenant's address.

Tip on Posting: Notices should be taped to the door with the wording facing out. Take a picture of the notice once you've posted it in case your tenant claims you did not post it conspicuously.

Tip on Mailing: Mail the notice by regular first-class mail with a certificate of mailing. Do not mail it via certified or registered mail, since the tenant can just refuse to sign for the letter and claim that notice is ineffective. Also, make sure to send enough copies of each notice for each adult resident in the unit. Each notice should list the names of all legal tenants, but does not need to list the names of all residents if they are not tenants.

Info on the 3-Day Pay or Vacate Notice Specifically: Only use this notice to demand late rent. Do not use this notice to demand anything besides rent (including utility payments, late fees, or compliance with the lease).

Final Notes: Do not serve this instructional page with the notice on the next page. This notice may not be sufficient in your jurisdiction. This notice does not constitute legal representation or legal advice.

3-Day Notice to Pay Rent or Vacate the Premises

To: _____,

AND TO ALL OTHER PERSONS IN POSSESSION of the premises located at:
_____:

You are hereby notified that rent for the premises to which you hold possession is in arrears in the amounts indicated below:

Rental Periods	Amount
_____	_____
_____	_____
_____	_____

YOU MUST PAY THE ABOVE RENT WITHIN THREE DAYS OR VACATE THE PREMISES

This warning represents your last chance to avoid an unlawful detainer (eviction) proceeding. You have three days to either pay the amount indicated above or to vacate the premises pursuant to RCW 59.12.030. If you do neither, we will file an unlawful detainer lawsuit against you and ask the court to require you to pay all damages allowed by law, including attorney's fees, court costs, and all rent and other fees that are past due.

For reference, attorney's fees alone often total more than \$1,000.00 for a contested unlawful detainer proceeding. Additionally, if we win the lawsuit, an eviction will show up on your record, which may impair your ability to rent in the future, obtain loan approval, or work for certain employers.

If you have been served with more than one type of notice, you must comply separately with each kind of notice. A different deadline mentioned in other notices does not alter the deadline for this notice. Each notice requires compliance with its terms.

DATED this day of _____, 20____.

Signature of Landlord or Agent: _____

Print Landlord/Agent's Name: _____

Landlord/Agent's Address: _____

