



**NOTICE TO PAY RENT OR QUIT**  
(C.A.R. Form PRQ, Revised 4/03)

To: \_\_\_\_\_ ("Tenant")  
 \_\_\_\_\_ ("Tenant")  
 \_\_\_\_\_ (Street Address)  
 \_\_\_\_\_ (Street Address), (Unit/Apartment #)  
 \_\_\_\_\_, \_\_\_\_\_ (City), (State) (Zip Code) ("Premises").

Other notice address if different from Premises above: \_\_\_\_\_

**Notice to the above-named person(s) and any other occupants of the above-referenced Premises:**

WITHIN 3 (OR  \_\_\_\_\_ (BUT NOT LESS THAN 3)) DAYS from service of this Notice you are required to either:

1. Pay rent for the Premises in the following amount, which is past due, to \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 at \_\_\_\_\_ (Address)  
 between the hours of \_\_\_\_\_ on the following days: \_\_\_\_\_

Past Due Rent: \$ \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_  
 \$ \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_  
 \$ \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_  
 Total Due: \$ \_\_\_\_\_

**OR 2. Vacate the Premises and surrender possession.**

If you do not pay the past due amount or give up possession by the required time, a legal action will be filed seeking not only damages and possession, but also a statutory damage penalty of up to \$600.00 (California Code of Civil Procedure § 1174). Landlord declares a forfeiture of the lease if past due rent is not paid and you continue to occupy the Premises. As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to pay your rent.

Landlord \_\_\_\_\_ Date \_\_\_\_\_  
 (Owner or Agent)  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 (Keep a copy for your records.)

This Notice was served by:

1.  **Personal service.** A copy of the Notice was personally delivered to the above named Tenant.  
 2.  **Substituted service.** A copy of the Notice was left with a person of suitable age and discretion at the Tenant's residence or usual place of business and a copy was mailed to the Tenant at Tenant's residence.  
 3.  **Post and mail.** A copy of the Notice was affixed to a conspicuous place on the Premises and a copy was mailed to the Tenant at the Premises.

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

