

**WORKSHEET AND INSTRUCTIONS TO PREPARE
AND SERVE EVICTION NOTICE**

In order to file a complaint for eviction in court, you must first serve a completed copy of the "Termination of Lease and Notice to Leave Premises". Two copies of this Notice follow this page.

The instructions to complete the Notice are as follows:

- 1) At the top on item 1, insert the full name of all tenants and the address of the property.
- 2) In paragraph 2, fill in the date you wish to terminate the lease and evict. THE TERMINATION AND EVICTION DATE MUST BE AT LEAST THREE (3) DAYS AFTER YOU SERVE THE NOTICE.
- 3) Fill in item 5 with the date and time you served the notice. Also check the type of service. (Choice number 1 is the easiest. To do this, simply leave a completed notice at the front door of the premises).
- 4) Print your name and address at the bottom and sign.

After completing the notices in duplicate, serve one copy on tenants and submit one copy to Bish, Roth & Butler, Ltd. After you bring the Notice to our office, along with a copy of any lease, we will then prepare and file a complaint in court. (Please complete "Complaint Information" below so we can prepare the complaint.) The case will be set for an eviction hearing that usually occurs in two to four weeks after we file the complaint. When the matter is set for hearing we will send you a letter as to the time and date. You must be present for this hearing.

Complaint Information

Specify the basis for eviction, (e.g., failure to pay rent, breach of other terms of lease). Please be specific. For example, if eviction is for failure to pay rent, specify the months rent is owing and the amount. Also specify any penalty and late fees. _____

Check one: _____ written lease _____ oral lease
Landlord Phone # _____

**CALL US IF YOU HAVE A QUESTION OR NEED ASSISTANCE.
(419) 636-5666**

TERMINATION OF LEASE AND NOTICE TO LEAVE PREMISES

1) TO: [Tenant(s)] _____

ADDRESS: _____

2) Please take notice that your occupancy of the premises and any existing lease at the above address, and the tenancy thereunder, is hereby terminated effective _____.

3) We want you to leave the premises you now occupy at the above address not later than the aforesaid date.

4) "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."

5) On the _____ day of _____ 20____, at _____ A.M./P.M., I served the above by:

CHECK ONE:

_____ 1) Leaving the notice at the premises from which eviction is sought.

_____ 2) Serving him/her/them personally at the premises from which eviction is sought.

_____ 3) Sending a copy by certified mail, return receipt requested, at _____.

Dated: _____

Landlord Name _____

Landlord Signature: _____

Landlord Address: _____

Tenant Copy

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Dated: _____

Landlord Name _____

Landlord Signature: _____

Landlord Address: _____

Return this copy to law firm