

SERVICE INSTRUCTIONS FOR LANDLORDS

Whether you are serving a Three-Day or Thirty / Sixty-Day Notice, follow the instructions below to serve your tenants.

PERSONAL SERVICE

Personal service must be **attempted**. You must go to the property at least once and knock and try to see/serve your tenant personally. If they are home, hand a copy of the Notice to each tenant. Service is complete.

LEAVING AND MAILING

If the tenant is not home, but someone like an adult or teenage occupant of responsible age is home (18 years old or older), not a guest or baby sitter, you may hand a copy of the Notice to that person and then mail a copy to each tenant using **REGULAR FIRST CLASS MAIL**, not registered or certified. You cannot leave copies with a minor or someone like the gardener or dogsitter. Doing so is the same as “posting and mailing” see below.

POSTING AND MAILING

If there is no answer by an occupant of responsible age whatsoever, tape a copy to the door for each tenant and mail a copy using **REGULAR FIRST CLASS MAIL**, not registered or certified. You can take photos of the Notice on the door.

Always make sure to fill out a Proof of Service, keep it safe for your attorney and do not ever show it to your tenant. Your Proof of Service should state the date, place and manner of service of the Notice.

Tips:

- Take **EXTRA** copies of the Notice, envelopes and stamps
- Take tape or thumbtacks
- Try to go to the property with a witness.
- Jot down the date, time and manner of service so you can prepare a Proof of Service later.
- Each named tenant receives their own copy, regardless of whether it's Personal Service, Leaving and Mailing or Posting and Mailing.
- If you know where the tenant works, you should try to personally serve the tenant at work prior to serving the Notice by Posting and Mailing. Do NOT list minors on the notice.