

NOTICE TO LEAVE PREMISES

Ohio Revised Code Section 1923.04

To: _____

[list each tenant who will be affected by this notice, [i.e. John Doe, Jane Doe and all other occupants]

This notice requests you to please LEAVE the premises now in your possession, situated in _____
_____ [city] _____ [county], Ohio and known as _____

_____ [full address and suite number of rental premises]
together with the lot of land on which these premises are located. You are being notified to leave the above
described premises for the following reason[s]:

[state reason[s] for eviction].

Your compliance with this notice within [_____] days after its 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.**

Yours respectfully,

Landlord's Signature

Landlord's Printed Name

Address and Phone

Dated this _____ day of _____, 20 _____

NOTE: To calculate the time when the eviction complaint can be filed with the Court, do not count the day
the three [3] day notice was served to the tenant[s]. [EXAMPLE: If the three [3] day notice is served on a
Monday, you begin the count on Tuesday. Therefore, the eviction complaint cannot be filed with the Court
until Friday.] **IF YOU ARE UNSURE OF THE PROCEDURE OR NOTICE YOU SHOULD USE, YOU SHOULD
SEEK LEGAL ADVICE. THE COURT CANNOT GIVE LEGAL GUIDANCE.**

I received this NOTICE TO LEAVE PREMISES on the _____ day of _____
, 20 _____ at _____ o'clock _____ .m., and I served the same by personally
handing to defendant[s] or posting on door of residence of the defendant[s] on the _____ day of
_____, 20 _____

BY _____

Person/Officer Serving Notice

Printed Name _____