

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]

The 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 notice was served to the tenant[s]. **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 _____