

**NOTICE TO VACATE O.R.C. 1923.04**

(This Notice must be served on Tenant(s) prior to filing Eviction Complaint)

Date: \_\_\_\_\_

To: \_\_\_\_\_  
[list each tenant who will be affected by this notice]

The purpose of this notice is to ask you to LEAVE the premises now in your possession, situated in \_\_\_\_\_ [city], \_\_\_\_\_ [county], Ohio and known as

\_\_\_\_\_ [full address of rental premises]  
together with the lot of land on which these premises are located. You are being asked to leave for the following reasons ( ) :

\_\_\_\_\_ [state reasons 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 \_\_\_\_

I certify that I served this Notice on \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_  
[Tenant] [Date]

**choose one:** \_\_\_ handing to tenant; \_\_\_ posting in a prominent location at the premises; \_\_\_ certified mail (proof of service from post office attached).

**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 is served to the tenant(s). [EXAMPLE: If the three (3) day notice is served on a Thursday you begin the count on Friday. Therefore, the eviction complaint can be filed with the Court on the following Monday.] **IF YOU ARE UNSURE OF THE PROCEDURE, YOU SHOULD TALK TO A LAWYER, THE COURT CANNOT GIVE YOU LEGAL GUIDANCE.**

**The above sample three (3) day notice is only an example, and it may not be inclusive of all the procedures the landlord must follow. Please be advised that a three (3) day notice for non-payment of rent is not always the same type of notice used for other breaches of the lease or to terminate a lease/rental agreement.**