

INSTRUCTIONS FOR USE OF STANDARD 3 DAY NOTICE FOR NON-PAYMENT OF RENT



The 3 day notice form is prescribed by section 83.56, Florida Statutes. It is a prerequisite before any legal action may be filed in the Florida Court System to evict a tenant for non-payment of rent.

STEPS IN COMPLETING FORM:

1. Fill in Landlord's name, address and telephone number.
2. Fill in complete names and address of all tenants. Minors and children should not normally be included.
3. Fill in the total amount of rent due at the time of completing the notice. DO NOT INCLUDE LATE CHARGES UNLESS THEY ARE DESCRIBED IN A WRITTEN LEASE AGREEMENT AS "ADDITIONAL RENT".
4. Enter the date upon which the 3 day period ends. You must count 3 full days from the date of service of the notice. Do not include the date of service, weekends or holidays. Holidays are numerous, if in doubt, call our office to ask which days are holidays.
5. The recommended service procedure is personal service. This means that you should take the notice to the premises and give it to the tenant (or hire a process server to do so.) If the tenant is not home, you are permitted to attach the notice to the front door. It is not necessary to have a witness to the posting procedure, but we recommend it, if possible. Mailing the notice, by regular or certified mail is not recommended.
6. Sign the notice and date it at the bottom when served. Retain a copy of the notice for your records and for attaching to the eviction lawsuit complaint.
7. Do not place any additional wording on the 3 day notice. It may hinder or delay your case.
8. The Law Offices of KEITH A. RINGELSPAUGH, P.A. will need a copy of the 3 day notice and a copy of the written lease agreement, if any, in order to file your tenant eviction action.

