

**NOTICE TO LEAVE PREMISES**

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

The purpose of this letter is to ask you to LEAVE the premises now in your possession, situated in \_\_\_\_\_ [Clearcreek, Wayne, Washington, Union, Salem, Harlan, Massie, or Hamilton] Township, Warren 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 reason [state reason for eviction]:

\_\_\_\_\_  
\_\_\_\_\_

Your compliance with this notice within \_\_\_\_\_ [number of days, at least three] 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

\_\_\_\_\_  
Telephone Number

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 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 can be filed with the Court on the following Monday.] **IF YOU ARE UNSURE OF THE PROCEDURE, YOU SHOULD SEEK LEGAL ADVICE; THE COURT CANNOT GIVE LEGAL GUIDANCE.**