

HAPCO members may find the following sample form useful as a guide in preparing and serving notices to vacate. It is written to comply generally with the Pennsylvania Landlord and Tenant Act, and the Pennsylvania Plain Language Law. It is advisable, however, to obtain competent legal advice to ensure that the notice for any particular case is in compliance with the statute.

Be especially aware of the need to have the notice served personally, left on the property, or posted on the door. Despite the common practice of mailing the notice, it is not clear under Pennsylvania Law whether even certified mail meets the requirement of serving the tenant personally, or whether a letter delivered to a building by a Postal Service letter carrier can be considered "leaving the notice upon the premises." HAPCO strongly recommends that the notice be served by housing providers or their authorized representatives either directly on the tenant, by conspicuous posting on the door, and/or by putting a copy under the door.

NOTICE TO QUIT

Leased Premises: _____

Name of Tenant: _____

Name of Owner/Agent: _____

DATE of this NOTICE TO QUIT: _____

_____ Due to your failure to pay the rent reserved when due, your lease is **TERMINATED**, and you must **VACATE THE PROPERTY within 10 (TEN) days** of service of this notice. This means that since you have failed to pay your rent, you must leave the property within 10 (TEN) days of the day this notice was delivered to you or posted on the property.

_____ The term of your lease has **EXPIRED** and will not be renewed. You must **VACATE THE PROPERTY within 15 (FIFTEEN) days** of service of this notice. This means that since your lease is over and was not renewed, you must leave the property within 15 (FIFTEEN) days of the day this notice was delivered to you or posted on the property.

_____ Due to your **BREACH OF THE CONDITIONS OF YOUR LEASE**, your lease is **TERMINATED**, and you must **VACATE THE PROPERTY within 15 (FIFTEEN) days** of service of this notice. This means that since you have not followed what the lease requires you must leave the property within 15 (FIFTEEN) days of the day this notice was delivered to you or posted on the property. Your breach of the lease consists of the following:

_____ Due to seizure by the police of illegal drugs on the leased premises, or your conviction of a drug related crime upon the premises, your lease is **TERMINATED**, and you must **VACATE THE PROPERTY within 10 (TEN) days** of service of this notice. This means that due to illegal drug use confirmed by the police department, you must leave the property within 10 (TEN) days of the day this notice was delivered to you or posted on the property.

If more than one paragraph above is checked, you must vacate (leave the property) on the earliest date set forth above.

For owner's records only:

The above Notice to Quit was served

on: _____ (name of tenant or person accepting notice)

by: _____ (name of person making service)

by: _____ hand delivery, _____ posting on property, _____ leaving a copy at the property,
_____ first-class mail, _____ certified mail (check method(s) of service)

on: _____ (date of personal delivery to tenant, posting or leaving on property, or mailing)