

NOTICE TO VACATE

TO: _____

The purpose of this letter is to ask you to LEAVE the premises now in your possession, situated in the City of Cleveland Heights, State of Ohio, and known as _____ together with the lot of land on which these premises are located. You are being asked to leave for the following reason(s): _____

Your compliance with this Notice within THREE (3) 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.

If a judicial proceeding for eviction is instituted, you may present a defense. Nothing herein shall constitute an election of remedies by Landlord.

Yours respectfully,

By: _____
On behalf of _____

Dated this _____ day of _____, _____.

Service:

- Personally served upon tenant(s) on _____
- Personally served upon the door of the above premises on _____
- Certified mail, return receipt requested upon tenant(s) on _____