

# IMPORTANT NOTICE

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

TO: (All Tenant(s)/Occupant(s) in Possession;

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

ADDRESS:

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

**PLEASE BE ADVISED** that you have been turned over to our attorney and are currently under eviction proceedings as a hold over tenant. If you attempt to or have made a payment we will not accept your payment as we want possession of the premises. You must contact the management or landlord at the contact information below immediately to make arrangements to move-out and return your keys. Any monies you tendered are enclosed with this letter to be returned to you.

**Eviction proceedings will continue and the proper measures will be taken to regain possession of your unit should you fail to follow these instructions.**

\_\_\_\_\_  
(Signature/Print Name of Property Manager/Landlord)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone/E-mail

## CERTIFICATE OF SERVICE

**I CERTIFY** that a copy of this notice has been furnished to the above named tenant(s)/Occupant (s) on \_\_\_\_\_ 20\_\_, at \_\_\_\_\_ a.m./p.m. by:

\_\_\_\_\_ Personal / Hand Delivery

\_\_\_\_\_ Posting in a conspicuous place on the premises as tenant was absent from usual place of abode.

\_\_\_\_\_ US Mail (Certified/Registered Mail) \_\_\_\_\_

Form on notice in blank provided to owner or agent  
by: LAW OFFICE OF CHRISTOPHE FIORI PLLC  
(813) 333-1660 | [chrisfiori.com/eviction-notices](http://chrisfiori.com/eviction-notices)

\_\_\_\_\_  
Landlord/Agent/Property Manager Signature

Print Name/Tel: \_\_\_\_\_

