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**RENTON OFFICE**

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***There are two documents in this form: a Notice template and a Declaration of Service. Please read the instructions for both.***

## **TWO DAY NOTICE**

### **INSTRUCTIONS**

**Service of Notice** is strictly enforced. Even if you prove the tenant actually received the Notice, failure to strictly adhere to the service methods per law will result in a dismissal of a Legal Action if you decide to file one.

There are three acceptable means to serve a Notice on a tenant.

1. Delivering a copy personally to the tenant in their hands,
2. Substitute service on another person of suitable age and discretion if the tenant is unavailable AND also mail a copy to the tenant by first class mail, OR
3. If neither the tenant nor a person of suitable age and discretion is present then placing a copy of the Notice in a Noticeable place on the property AND mailing a copy to the tenant by first class mail.

### **Mailing**

Mailing the Notice only is not a proper or recognized method under the law. There is no way of proving the tenant actually received the Notice. The proper method is to conduct one of the above AND mail a copy of the Notice via first class mail.

### **Two or more tenants**

If there is more than one person living in the property you must serve a copy of the Notice on each tenant. A copy of the exact Notice is required also by mail. Do not fill out separate Notices for each person; only one is necessary.

When serving the Notice in the hands of a tenant, be sure to hand that person enough Notices for each tenant. Likewise, if posting, mail via first class mail copies to every tenant. All adults' names are on each and every Notice. Serve the correct number of identical copies.

### **Posting**

Notices must be posted in a Noticeable manner. The Notices are not to be posted in a hidden area; it's meant for anyone to be able to read it. Therefore, do *NOT* leave it in an envelope; slide it under the door or through the mail slot, etc. Post enough copies for every adult occupant. Likewise, if posting, mail via first class mail copies to every tenant.

## **DECLARATION OF SERVICE INSTRUCTIONS**

- 1) Note the time and date that you serve the notice.
- 2) On the top line, fill in the name of the County where the property is located.
- 3) In the left box, where it says Plaintiff, write in the name of the legal owner of the property. On the lines where it says Defendants, fill in the name(s) of the tenants.
- 4) In the right box, mark the line for the type of notice you served (for example, Notice to Terminate Tenancy).
- 5) In the declaration portion, fill in the time and date information, the name of the tenant(s) served, and the property address. Check the boxes for the type of notice served and the method by which you served it.
- 6) Sign and date at the bottom.
- 7) Keep the declaration for your records. You do not need to give it to the tenant. Your attorney will ask for the declaration if you need to proceed with an eviction.

**TWO DAY (48 hour) NOTICE TO ENTER**

**TO:** \_\_\_\_\_

**AND**

**TO ALL OTHER TENANTS IN POSSESSION**

This notice is to advise you that the landlord/agent wishes to enter your dwelling unit, listed above, to show the unit to:

- ☐ Inspect the property to make repairs
- ☐ A prospective tenant;
- ☐ A prospective purchaser of the property, on:

\_\_\_\_\_ between: \_\_\_\_\_  
(Date) (Time)

Unless we hear from you to the contrary, we will presume we have your full permission to enter the dwelling unit at that time.

The Landlord-Tenant Act prohibits tenants from unreasonably withholding consent to the landlord to enter into the dwelling unit in order to inspect the premises, make necessary or agreed repairs, alterations, or improvements, supply necessary or agreed services, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workers, or contractors. Violations of the landlord's right to enter may result in damages of \$100.00 per violation and attorney's fees. RCW 59.18.150.

Thank you for your cooperation in this matter.

DATED this day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of landlord or agent  
Address: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON

IN AND FOR \_\_\_\_\_ COUNTY

\_\_\_\_\_  
Plaintiff,

v.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and all persons in possession,

Defendant(s).  
\_\_\_\_\_

**DECLARATION OF SERVICE OF**

(check all that apply)

☐ Notice to pay rent or vacate

☐ Notice to comply or vacate

☐ Notice to quit for waste or nuisance

☐ Notice to terminate tenancy

☐ Other: \_\_\_\_\_

**I certify (or declare) under penalty of perjury under the laws of the State of Washington that the following is true and correct:**

1. I am over eighteen years of age and competent to testify as to the matters herein.

2. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ I served \_\_\_\_\_  
Time Resident(s) served

at \_\_\_\_\_, \_\_\_\_\_ WA \_\_\_\_\_.  
Address City zip

**with a** (check all that apply)

☐ Notice to pay rent or vacate

☐ Notice to comply or vacate

☐ Notice to quit for waste or nuisance

☐ Notice to terminate tenancy

☐ Other: \_\_\_\_\_

**by** (check all that apply)

☐ personally serving the document to him/her/them in hand

☐ leaving the document with a person of suitable age and discretion and mailing a copy addressed the person entitled thereto at his place of residence

☐ posting the document conspicuously on the premises and also sending a copy through the mail addressed to each tenant at the place where the premises unlawfully held are situated having first attempted personal service on the parties.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
City of signing