

Cheryl Strickland
Clerk of the Circuit Court
Historical St. Johns County
4010 Lewis Speedway
St. Augustine, Florida 32084
(904) 819.3650 or 819-3600 ext 4420, 4421, 4470

EMAIL ADDRESS: jjackson@sjccoc.us or jmarchalleck@sjccoc.us

THREE DAY NOTICE TO PAY RENT
INSTRUCTIONS

(For Residential Use Only)

1. This is the proper notice for a tenant that has fallen behind in the payment of rent. It will give them three business days to give you payment in full.
2. When filling out a notice it must be filled out in full. You will need complete names of everyone you have an agreement with. Place these names on the top line.
3. Fill out the total amount owed in rent only. **DO NOT INCLUDE ANYTHING ON THIS NOTICE EXCEPT RENT THAT IS DUE, NO LATE FEES, DEPOSITS, ELETRIC, ETC.**
4. Fill in the date that the rent must be paid by, do not count the day you are giving the notice. Count three business days; this is the date that is placed in this area. **MAKE SURE THAT YOU HAVE EXCLUDED WEEKENDS AND LEGAL HOLIDAYS.** See attached list of legal holidays.
5. Put date of delivery, and list the months that rent is due and the amount that is due for that month.
6. Print the landlord and/or agents name, the address where the rent should be paid, along with city, state and zip, put contact phone number on this notice also.
7. Give this notice to the tenant or post on the front door of the residence.
8. VERY important you must keep an exact copy of what you have given to the tenant. If you have to file an eviction you will need this to be part of your case.
9. If an eviction is to be filed, you may find the forms and instructions in our office or online at www.sjccoc.us

THREE DAY NOTICE TO PAY RENT

TO: _____

You are hereby notified that you are indebted to me in the sum of \$_____ dollars for the rent and use of the premises located at _____

St. Johns County, Florida, now occupied by you, and that I demand payment of the rent or possession of the premises within 3 days (excluding Saturday, Sunday, and legal holidays) from the date of delivery of this notice, to wit: on or before the ___ day of _____, 20____.

Date of Delivery

Land Lord/Agent Name

List Each Month Rent Due:

Address

City, State, Zip

Phone Number

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Clerk of Courts Holiday Schedule

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