

INSTRUCTIONS FOR FILING A NOTICE TO QUIT

- 1.) IN THE "TO" FIELD, FILL OUT THE NAME OF THE PERSON YOU ARE HAVING THE NOTICE TO QUIT SERVED UPON.
- 2.) COMPLETE THE REASON FOR TERMINATION.
- 3.) FILL IN THE FIELD OF THE DATE YOU WANT THE NOTICE TO QUIT TO TAKE EFFECT. MOST PEOPLE USE ANYWHERE BETWEEN 1 AND 30 DAYS.
- 4.) SIGN THE SIGNATURE FIELD.
- 5.) SEND OR HAND DELIVER THE COMPLETED FORM TO THE MASSAC COUNTY SHERIFF'S DEPT/515 MARKET ST. /METROPOLIS, IL 62960.
- 6.) COST FOR SERVICE IS \$25 PER PAPER. A CHARGE OF \$0.50 PER MILE IS ADDED TO THE FINAL COST. BELOW IS A CHART OF COSTS FOR SERVICE TO CERTAIN AREAS:

INSIDE CITY LIMITS OF METROPOLIS: \$26

UNIONVILLE: \$38

BROOKPORT: \$32

JOPPA: \$32

GRAND CHAIN: \$40

HOHMAN LAKE: \$32



NOTICE TO QUIT

TO: _____

(ADDRESS)

NOTICE TO QUIT AND DEMAND FOR IMMEDIATE POSSESSION

You are hereby notified that in consequence of your failure to pay rent due on the premises occupied by you at: _____, I have elected to terminate your lease.

REASON FOR TERMINATION

I hereby demand immediate possession of the said premises. Your failure to turn over possession on or before: _____ will result in further legal action, and may subject you to additional charges and costs.

(signature)

served upon: _____
date: _____
time: _____
by: _____