

What to Do If you are Served with a Notice to Pay Rent

Pay Attention to the Notice!

1. Pay attention to the notice. If it states to personally pay rent to an address, do not mail it! If it states to mail it, don't try to pay in person!
2. If the Notice states to mail the rent:
 - a. Mail the rent to the address stated in the Notice (even if you don't recognize the address or have mailed the rent to a different address before).
 - b. Make sure you mail it with proof of mailing such as Certified Mail, Signature Confirmation, or USPS Tracking.
3. If the Notice states personal delivery:
 - a. Make sure you go during the hours indicated in the Notice.
 - b. Take a witness with you (preferably not a family member).
 - c. Ask for a receipt or a signed paper to show proof of payment.
4. If the Notice states that the landlord or manager will pick up the rent:
 - a. Buy the money orders right away and have them ready for pick up. (This means that all adults in the household know where they are and can pay the landlord or manager when they come regardless of whether the head of house is not present).
 - b. If the landlord or manger has not come for the rent by 2:00 p.m. on the 3rd day of the Notice, mail your rent immediately with proof of mailing such as Certified Mail, Signature Confirmation, or USPS Tracking.

Please be sure to keep the receipt from the Post Office which shows the time you mailed the rent.