

Important! Landlords: Fill out page 1 completely and correctly with all the information that you know. Your information and your attorney's information, if you have one, must be included. At the time of service or mailing of the pay or vacate notice and this form to the tenant, you must **also** send a copy to the local dispute resolution center serving the area where the property is located (see page 2). You should retain proof of service.



Behind on rent? Here is a chance to resolve the dispute with your landlord

Superior Court Eviction Resolution Pilot Program (ERPP)

Tenants: To participate see below and respond by (date): _____!
(14 days after this notice is given to tenant)

Important! Tenants: Failure to respond to this notice within 14 days may result in the filing of a summons and complaint for an unlawful detainer action with the court (eviction).

To:

Tenant's Name:	
Property Address:	
Tenant's Phone:	Tenant's Email:

From:

Landlord's Name:	
Landlord's service address:	
Landlord's Phone:	Landlord's Email:
Landlord's Lawyer (if any) Name:	
Lawyer's Address:	
Lawyer's Phone:	Lawyer's Email:



Your landlord is asking you to take part in the Eviction Resolution Pilot Program

⚠ Do not wait! You can get help.

What is the Eviction Resolution Pilot Program (ERPP)?

Your county's Superior Court uses this program. ERPP requires landlords to try to reach agreements with tenants about unpaid rent before they can ask for eviction in court. You may be eligible for **rent assistance** and **legal help** through the ERPP.

If you participate in the ERPP, your landlord must work with you and a specialist from your local **Dispute Resolution Center (DRC)**. If that solves the problem, great! If not, the DRC will offer free mediation. Mediation is voluntary – it only happens if both sides agree to do it.

You have a right to negotiated **payment plan** that works for you.

Why should I participate?

If you get this notice and do **not** respond or try to reach an agreement, your landlord may file for eviction in court. You can get help from a **free lawyer** if you are not sure what to do.

- Rent assistance
- Free mediation
- Free legal help

What is mediation? It is when a trained person (a mediator) helps you solve a problem or reach an agreement with someone else. You can ask for mediation at your local **Dispute Resolution Center**. Mediators are impartial and help all participants reach resolution.

Get help now! Contact these free resources in your county.

	<p>Rent Assistance Housing Resource Center 7102 W. Okanogan Place, Suite 201, Kennewick, WA Phone: (509)737-3946</p>
	<p>Dispute Resolution Center of Tri-Cities 5219 W. Clearwater Avenue – Suite 11 Kennewick, WA 99336 Phone: (509)783-1043 Email: erpspecialist@drctc.org</p>
	<p>Lawyers Benton-Franklin Legal Aid Telephone: (509) 221-1824 Email: bflegalaid1@ymail.com Call line: Monday-Thursday 9:00 a.m. to 2:00 p.m.</p>
	<p>Free interpreter services are available at all these programs The Washington State Office of the Attorney General has this notice in multiple languages on its website: www.atg.wa.gov/landlord-tenant. You will also find information there on how to find a lawyer or advocate at low or no cost and any available resources to help you pay your rent. Alternatively, you may find additional information to help you at www.washingtonlawhelp.org and www.courts.wa.gov.</p>

**I want to take part in the Eviction Resolution Pilot Program.
 What do I do now?**

You can start the process by doing one of these things:

- Contact the Dispute Resolution Center in your county.
- Fill out and return this form to your landlord at the address on page 1. Keep a copy.

You can also get a lawyer, whether or not you participate in the ERPP.

<input checked="" type="checkbox"/> Yes, I want help resolving my unpaid rent. Contact me at:	
Tenant's Name:	
Tenant's Address:	
Tenant's Phone:	Tenant's Email:

To Tenant (Name/s): _____

Tenant Address: _____

Fourteen-Day Notice to Pay Rent or Vacate the Premises

You are receiving this notice because your landlord alleges that you are not in compliance with the terms of your lease agreement by failing to pay the following rent, utilities and/or recurring or periodic charges that are past due.

What is due? For which months? (check all that apply)	Dollar amount
<input type="checkbox"/> Monthly rent for (list month/s):	\$
<input type="checkbox"/> Utilities for (list month/s):	\$
<input type="checkbox"/> Other recurring or periodic charges identified in the lease for _____ (list month/s):	\$
Total Amount Due	\$

Deadline!

You must pay the total amount due to your landlord within **fourteen (14) days** after service of this notice, or you must vacate the premises.

Any payment you make to the landlord must first be applied to the total amount due as shown on this notice.

Any failure to comply with this notice within fourteen (14) days after service of this notice may result in a judicial proceeding that leads to your eviction from the premises.

How to pay

You can use any payment method allowed by your rental agreement. Or you can use cash, cashier's check, money order, or other certified funds.

Rent assistance and translation

The Washington state Office of the Attorney General has this notice in multiple languages as well as information on available resources to help you pay your rent, including state and local rental assistance programs, on its website at atg.wa.gov/landlord-tenant.

State law also provides you the right to receive interpreter services at court.

Owner/Landlord signs _____ Date: _____

Where total amount due is to be paid: Owner/Landlord Name: _____

Address: _____

Legal help

State law provides you the right to legal representation and the court may be able to appoint a lawyer to represent you without cost to you if you are a qualifying low-income renter.

If you believe you are a qualifying low-income renter and would like an attorney appointed to represent you, please contact:

- **Eviction Defense Screening Line**
855-657-8387
- Apply online: nwjustice.org/apply-online

Other resources

- Call 2-1-1
- Northwest Justice Project CLEAR Hotline outside King County: 888-201-1014, weekdays 9:15 a.m. – 12:15 p.m., or for seniors age 60 and over: 888-387-7111
- You may find additional information to help you at washingtonlawhelp.org

Dispute resolution

Free or low-cost mediation services to assist in nonpayment of rent disputes before any judicial proceedings occur are also available at dispute resolution centers throughout the state.

You can find your nearest dispute resolution center at resolutionwa.org.

PROOF OF SERVICE

Service Documents:

Tenant Name

Leasehold Address

_____ I **personally delivered** a true copy of the Notice to _____ the person(s) entitled thereto at his/her above addressed leasehold premises (*service on tenant named in lease*)

_____ I **personally delivered** a true copy of the Notice to a person of suitable age and discretion **and mailed** a copy of said notice by first class mail postage prepaid to the person entitled thereto at his/her above addressed leasehold premises. (*served on adult other than tenant named on lease and mailed*)

_____ I personally **posted** a true copy of this Notice in a conspicuous place of the above addressed residence/business **and mailed** a copy of said notice by first class mail postage prepaid, to the leasehold premises after **attempting to deliver** a copy to a person therein residing because the tenant or person of suitable age and discretion could not be found at the leasehold premises. (*posted and mailed, no one present at leasehold premises*)

_____ I personally **posted** a true copy of this Notice in a conspicuous place of the above addressed residence/business, **and delivered a copy to a person therein** residing, **and mailed** a copy of the notice by first class mail postage prepaid to the leasehold premises because the tenant or person of suitable age and discretion could not be found at the leasehold premises. (*posted, served on minor/or person lacking suitable discretion, and mailed*)

_____ I personally **posted** a true copy of this Notice in a conspicuous place of the above addressed residence/business, and **delivered a copy to a person of suitable age and discretion** because the **tenant could not be found** at the leasehold premises. (*posted and served on adult other than tenant*)

_____ I personally **mailed** a true copy of the Notice to tenant or person(s) entitled to the notice at the leasehold premises by **certified mail**, postage prepaid. (*certified mail*)

_____ I personally **mailed** a true copy of this Notice to tenant or person(s) entitled to the notice at the leasehold premises by **first-class mail**, postage prepaid. (*first class mail*)

I, the undersigned, being at least eighteen (18) years of age, declare under penalty of perjury pursuant to the laws of the State of Washington that I served a copy of the above described documents, of which this is a true copy, on the above-named tenant(s) in the manner indicated above on this ____ day of _____, 20____ at _____, at _____, Washington.

Signature

Print Name

Notary Public Acknowledgment

State of

County of

I hereby certify that _____ (Name) appeared before me
on this _____ day of _____, 20____, and signed this form in my presence.

Notary Public Signature

My Commission Expires (Date)