

# NOTICE TO LEAVE PREMISES

Rev. Code Sec. 1923.04

To \_\_\_\_\_

I wish you to leave the following described premises now in your occupation, situate in the \_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_ and State of Ohio, and described as \_\_\_\_\_

\_\_\_\_\_ together with the lot of land on which said \_\_\_\_\_ is situated.

Grounds: \_\_\_\_\_

Your compliance with this notice on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, will prevent any legal measure being taken by me to obtain possession.

I am respectfully,

\_\_\_\_\_  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**“YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU DO NOT LEAVE, AN EVICTION ACTION MAY BE INITIATED AGAINST YOU. IF YOU ARE IN DOUBT REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK LEGAL ASSISTANCE.”**

# NOTICE TO LEAVE PREMISES

**Vs.**

## MEMORANDUM

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served the  
within notice on the within named \_\_\_\_\_

By leaving a written copy thereof<sup>1</sup> \_\_\_\_\_

<sup>1</sup> "With him (or her, or them) personally," or "at his (or her or their) place of abode."  
(The notice should be served on this defendant personally, if he can be conveniently found.)