

10 DAY EVICTION NOTICE WITH PROOF OF SERVICE AND INSTRUCTIONS

Purpose

The 10 Day Eviction Notice is given to a tenant who has violated the lease. It is not used for any other purpose. Serving the 10 Day Eviction Notice on your tenant is the first step in bringing an eviction action against the tenant when you want to end the lease.

What you have to do

Complete this form. Print two copies and keep one. Sign both copies of the Notice. Choose one of the service methods to serve the Notice on your tenant. After you have done this, have the Proof of Service and the copy you keep signed and stamped by a notary public. Bring the second copy of the Notice and the notarized Proof of Service with you when you go to court.

How to complete this document

Each numbered instruction corresponds to the same number on the 10 Day Eviction Notice.

- 1) Insert the tenant's name.
- 2) Insert the tenant's street address.
- 3) Insert the tenant's city, state, and zip code.
- 4) Insert the city that the rental property is located in.
- 5) Insert the county that the rental property is located in.
- 6) Insert the street address of the property.
- 7) Insert the city, state, and zip code of the property.
- 8) Insert the reason the tenant has violated the lease.
- 9) Insert the day of the month that you prepared and served the Notice.
- 10) Insert the month that you prepared and served the Notice.
- 11) Insert the year that you prepared and served the Notice.
- 12) Insert your name and sign below the line.
- 13) Insert the name of the county where the form is being notarized.
- 14) Insert the name of the person serving the Notice. If you serve the Notice, insert your name in this space.
- 15) Insert the day of the month that the Notice was served.

- 16) Insert the month that the Notice was served.
- 17) Insert the year that the Notice was served.
- 18) Insert "he" or "she", depending on the gender of the person who served the Notice.
- 19) Check only one of the boxes depending on how the Notice was served on the tenant. Check (19a) if it was hand delivered to your tenant. Check (19b) if the Notice was delivered to someone over 13 years of age living in the rental property. Check (19c) if it was sent to the tenant by certified mail with a return receipt requested. Check (19d) if no one was living at the rental property and the Notice was posted on the door of the property.
- 20) The notary public will insert the day of the month that he/she certifies the Proof of Service.
- 21) The notary public will insert the month that he/she certifies the Proof of Service.
- 22) The notary public will insert the year that he/she certifies the Proof of Service.
- 23) The notary public will sign this space.
- 24) The notary public will insert the date that his/her commission expires.

10 DAY NOTICE

TO: (1) _____
(2) _____
(3) _____

YOU ARE HEREBY NOTIFIED THAT you have violated the terms of the lease for the premises situated in the City of (4) _____, County of (5) _____, and State of Illinois, being described as follows:
(6) _____
(7) _____

You have violated the lease by:

(8) _____

And you are further notified that your lease is terminated as of the tenth day after receipt of this notice unless the tenth day falls on a Saturday or Sunday or holiday, then your lease is terminated the following weekday.

Demand is hereby made that you vacate the said premises and deliver up possession thereof to the undersigned at that time. No further demand shall be necessary before bringing legal proceedings to recover the premises.

Dated this (9) _____ of (10) _____, (11) _____.

By: _____
(12)

PROOF OF SERVICE

STATE OF ILLINOIS)
) SS
COUNTY OF (13) _____)

(14) _____, being duly sworn, on oath deposes and says that on the (15) _____ of (16) _____, (17) _____, (18) _____ served the above notice on the tenant named above as follows:

(19a) _____ 1) by delivering a copy thereof to the above named tenant;

(19b) _____ 2) by delivering a copy thereof to a person above the age of 13 years, residing on or in charge of the above described premises

(19c) _____ 3) by sending a copy thereof to said tenant by certified mail, with request for return of receipt from the addresses

(19d) _____ 4) by posting a copy thereof on the main door of the above described premises, no one being in actual possession thereof.

Subscribed and sworn to me this (20) _____ of (21) _____, (22) _____.

(23) _____
NOTARY PUBLIC

My commission expires: (24) _____