

## **30 DAY EVICTION NOTICE WITH PROOF OF SERVICE AND INSTRUCTIONS**

### **Purpose**

The 30 Day Eviction Notice is given to a tenant who has a month to month lease when the landlord wants to end the lease. It is not used for any other purpose. Serving the 30 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**

You have two choices. You can fill in the form on your computer and then print the form. Or, you can print the form from your computer and fill in the form with a pen or typewriter.

To use your computer to fill in the form, move the cursor to where the blank line starts and delete the line. Then fill in the necessary information.

Do not type in any spaces where your signature is required. Additionally, you will need to have this form signed and stamped by a notary public. Do not write or type in the spaces that the notary should complete.

Each numbered instruction corresponds to the same number on the 30 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 day of the month that you prepared and served the Notice
- (9) Insert the month that you prepared and served the Notice.
- (10) Insert the year that you prepared and served the Notice.
- (11) Insert your name and sign on the line above this space.
- (12) Insert the name of the county where the form is notarized.
- (13) Insert the name of the person serving the Notice. If you serve the Notice, insert your name in this space.
- (14) insert the day of the month that the Notice was served.
- (15) insert the month that the Notice was served.

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

30 DAY NOTICE

TO: (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_

YOU ARE HEREBY NOTIFIED THAT your tenancy in the premises situated in the City of (4) \_\_\_\_\_, County of (5) \_\_\_\_\_, and State of Illinois, being described as follows:

(6) \_\_\_\_\_

(7) \_\_\_\_\_

shall be terminated as of the thirtieth day after receipt of this notice unless the thirtieth day falls on a Saturday or Sunday or holiday, then your lease is terminated the following weekday.

Dated this (8) \_\_\_\_\_ of (9) \_\_\_\_\_, (10) \_\_\_\_\_.

By: \_\_\_\_\_  
(11)

PROOF OF SERVICE

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF (12) \_\_\_\_\_ )

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

(18a) \_\_\_\_\_ 1) by delivering a copy thereof to the above named tenant;

(18b) \_\_\_\_\_ 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

(18c) \_\_\_\_\_ 3) by sending a copy thereof to said tenant by certified mail, with request for return of receipt from the addresses

(18d) \_\_\_\_\_ 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 (19) \_\_\_\_\_ of (20) \_\_\_\_\_, (21) \_\_\_\_\_.

(22) \_\_\_\_\_  
NOTARY PUBLIC

My commission expires: (23) \_\_\_\_\_