



## **Brandon J. Patty**

Clerk of the Circuit Court and County Comptroller | St. Johns County, Florida  
4010 Lewis Speedway, St. Augustine, FL 32084  
(904) 819-3600 | [www.stjohnsclerk.com](http://www.stjohnsclerk.com)

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### **3 DAY NOTICE TO PAY RENT INSTRUCTIONS** ***(For Residential Use Only)***

1. This is the proper notice to a tenant for non-payment of rent. This notice will give the tenant(s) three **business days, after the date of posting**, to give you payment in full for any past due rents or vacate the premises.
2. **This notice must be filled out in full.**
  - a. You will need complete names of *all* tenants.
  - b. Full amount that they are indebted for **rent only**.
  - c. Provide the property description and the date to vacate by.
  - d. Complete Date of Delivery and list each month of rent due.
  - e. Sign your name, provide the landlord or agent name, the mailing address where rent is to be paid and your phone number.
  - f. Provide the defendant(s) a copy by mailing, posting on the door of rental property, or by hand delivery. **Ensure that you have an exact copy for yourself.**
3. If an eviction is to be filed, you may find the forms and instructions in our office for a fee of \$.15 cents per page or for free online at [www.siccoc.us](http://www.siccoc.us).

**Please call the Small Claims Department for further assistance: (904) 819-3600.**

### **3 DAY NOTICE TO PAY RENT**

TO:

\_\_\_\_\_  
You are hereby notified that you are indebted to me in the sum of \$\_\_\_\_\_ dollars for the rent and use of the premises located at:

\_\_\_\_\_  
St. Johns County, Florida, now occupied by you, and that I demand payment of the rent or possession of the premises within 3 days (excluding Saturday, Sunday, and legal holidays) from the date of delivery of this notice on or before the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Date of Delivery**

\_\_\_\_\_  
**Landlord or Agent Signature**

\_\_\_\_\_  
**List Each Month Rent Due:**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Phone Number**

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**Address**

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**City, State, Zip**

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**Phone Number**