

**NOTICE TO LEAVE PREMISES**

Revised Code Section 1923.04

To: \_\_\_\_\_

I wish you to leave the following described premises now in your occupation, situated in the

\_\_\_\_\_ of \_\_\_\_\_

and State of Ohio, as 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

\_\_\_\_\_, 2\_\_\_\_\_, will prevent any legal measure being taken

by me to obtain possession.

I am respectfully,

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

**‘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 \_\_\_\_\_, 2\_\_\_\_\_. I  
Served the within notice on the within named

\_\_\_\_\_  
\_\_\_\_\_  
by leaving a written copy thereof  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

With him (or her or them) personally  
Or at his (or her or there) place of abode. The  
Notice should be served on this Defendant  
personally, if he (or she or they) can be  
conveniently found.