

## **NOTICE SERVICE INSTRUCTIONS**

How to service Notices:

1. Deliver copies of the Notice(s) personally to each adult tenant named on the Lease and each adult subtenant who occupies the property. If any tenant or subtenant is absent, always hand a copy of the Notice(s) for that individual to someone at the property, if possible. Mail a copy of the Notice(s) to any adult tenant not personally served.

You must attempt to deliver the Notice by personal service to each adult tenant and subtenant. If no individual can be found at the property, then **post and mail** the Notice(s) as set forth below.

2. Post a separate copy of the Notice(s) for each individual adult tenant and/or subtenant on the front door of the property.
3. Mail a separate copy of the Notice(s) to each individual adult tenant and/or subtenant. Mail by regular first class mail. You must actually deposit the Notice(s) with the postal service. Do not place envelopes in the mailbox directly.

**PROPER SERVICE OF NOTICE(S) IS CRITICAL AND MUST BE DONE CORRECTLY. ( See RCW 59.12.040 for complete statutory requirements.)**