



Brandon Patty
St. Johns County Clerk of the Circuit Court and Comptroller
4010 Lewis Speedway, Saint Augustine, Florida 32084
Office: (904) 819-3650 Fax: (904) 819-3677

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 <https://stjohnsclerk.com>.

Please call the Small Claims Department for further assistance: 904-819-3650.

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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