

WASHINGTON  
**PROOF OF SERVICE OF 14-DAY NOTICE  
TO PAY RENT OR VACATE THE PREMISES**

(FOR RECORD KEEPING ONLY; NOT TO BE SERVED ON RESIDENT)

DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_  
RESIDENT NAME(S) \_\_\_\_\_  
UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I served the following attached notice by the method(s) and on the person(s) listed in the notice as indicated below:

**The following notice were served:**

- ☒ Offer For Installment Payment Agreement  
☒ 14-Day Notice to Pay Rent or Vacate the Premises  
☒ Eviction Resolution Pilot Program Notice

**Method (check all that apply):**

I completed service of the notice on \_\_\_\_\_ in the following manner.

- ☒ **Personal Delivery.** By delivering a copy personally to the following named person(s) in the notice:

SAMPLE

(name only those persons who were each personally given a copy) at approximately \_\_\_\_\_ ☒ AM ☒ PM;

- ☒ **Substitute Service.** If the named person(s) are absent from the premises, by leaving a copy or copies at the premises with

SAMPLE  
(name or description of recipient), a person of suitable age and discretion, and on the same day by mailing a copy to the named person(s). Said mailing was sent via United States first class mail from the county in which the property is situated, with prepaid postage, to the properly addressed recipients at their place of residence; and/or

- ☒ **Post and Mail.** If a person of suitable age and discretion cannot be found at the premise, then by affixing a copy of the documents in a conspicuous place on the premises unlawfully held, and also delivering a copy to a person there residing, if such a person can be found, and also sending a copy through the mail addressed to the tenant at the place where the premises unlawfully held are situated. By posting a copy in a conspicuous place on the Property AND on the same day by depositing in the United States mail in the county that the Property is situated properly addressed with First Class Mail postage prepaid and addressed to Resident(s) at their place of residence.

I certify (or declare) under penalty of perjury under the law of the State of Washington that the foregoing is true and correct.

OWNER/AGENT ☒ SAMPLE  
CITY, STATE SAMPLE  
COUNTY SAMPLE

**At the time of service or mailing of the notice(s), a copy of these notices were sent to:**

DISPUTE RESOLUTION CENTER NAME SAMPLE  
STREET ADDRESS SAMPLE  
CITY SAMPLE STATE SAMPLE ZIP SAMPLE  
(local dispute resolution center serving the area where the property is located)