

Landlord's Five Day Notice

INSTRUCTIONS

Prepare the Five Day Notice in duplicate; keep the original and give the copy to the tenant.

Do not serve the five day notice on the day the rent is due. Wait until the rent is LATE (if the rent is due on the first of the month, you can serve on the second).

To win a money judgment, you or your agent must serve the Notice personally. You may serve any resident at the home, who is thirteen years of age or older. You can serve the actual tenant at home or at their work, school, church, etc.

Allow five intervening days after you serve before filing the Forcible Complaint. If you serve the notice on the 2nd, you can file the Forcible on the 8th, provided it does not fall on a court holiday. If the sixth day is a court holiday, wait one more day.

Affidavit of Service

Always leave the Affidavit of Service blank until after the Five Day Notice has been served. Before you file the Forcible Complaint, you should complete the Affidavit of Service and have it notarized. Bring a PHOTOCOPY of the Five Day Notice (with Affidavit of Service) to the courthouse when you file the Forcible Complaint. Give it to the Clerk to include in the court file.

When filing the Forcible Complaint, bring a photocopy of the tenant's lease to be included in the court file as well.

LANDLORD'S FIVE DAYS' NOTICE

To _____

You are hereby notified that there is now due the undersigned landlord the sum of

_____ Dollars and _____ Cents, being rent for the premises situated in the _____, County of Lake, and State of Illinois, described as follows, to wit: _____

together with all buildings, sheds, closets, out-buildings, garages and barns used in connection with said premises,

And you are further notified that payment of said sum so due has been and is hereby demanded of you, and that unless payment thereof is made on or before the expiration of five days after service of this notice your lease of said premises will be terminated.

_____ is hereby authorized to receive said rent so due, for the undersigned.

Only FULL PAYMENT of the rent demanded in this notice will waive the landlord's right to terminate the lease under this notice, unless the landlord agrees in writing to continue the lease in exchange for receiving partial payment.

Dated this _____ day of _____, 20____.

Landlord /Agent

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

AFFIDAVIT OF SERVICE

_____, being duly sworn, on oath deposes and says that on

the _____ day of _____, 20____ he served the within notice on the tenant named therein, as follows:

- (1) by delivering a copy thereof to the within named tenant, _____.
- (2) by delivering a copy thereof to _____, a person above the age of thirteen years, residing on or in charge of the within described premises.
- (3) by sending a copy thereof to said tenant by ******(certified/registered) mail, with request for return of receipt from the addressee. (****circle one**)
- (4) by posting a copy thereof on the main door of the within described premises, no one being in actual possession thereof.

Subscribed and sworn to before me this

_____ day of _____, 20____) _____
)
)

Notary Public

Housing Assistance Agencies in Lake County

	<u>Phone</u>	<u>Fax</u>
American Red Cross	847-949-1000	
Catholic Charities of Lake County	847-249-3500	
Christian Outreach of Lutherans	847-662-1340	
Clara Abbott Foundation (Abbott employees)	847-937-1090	
Community Youth Network, Inc.	847-548-6000	847-548-6040
Housing Authority of Lake County	847-223-1170	847-223-7910
Housing Authority of North Chicago	847-785-4300	847-785-4308
Housing Authority of Waukegan	847-244-1595	847-244-8591
Lake County Community Action Project	847-249-4330	
Lake County Public Aid	847-336-5212	
Maristella	847-367-5360	
Navy Marine Corps Relief Society	847-689-2228	
Round Lake Community Action Project	847-546-5695	
Salvation Army	847-336-1880	
Township Supervisors		
Antioch Township	847-395-3378	
Avon Township	847-546-1446	
Fremont Township	847-223-2847	
Grant Township	847-587-2233	
Lake Villa Township	847-356-2116	
Warren Township	847-255-1101	
Waukegan Township	847-244-4900	
Zion Township	847-872-2811	
United Way of Lake County	847-816-0063	

Do you need help paying your rent? These agencies may be able to assist you.