

1 **SUMMARY EVICTION**  
2 **PROOF OF SERVICE<sup>1</sup>**

3 I \_\_\_\_\_, was at the time the service took  
4 place a citizen of the United States and I served a Non-Payment of Rent Notice on  
5 \_\_\_\_\_ and/or any other tenants residing at \_\_\_\_\_  
6 \_\_\_\_\_ by (FILL OUT #1, #2, OR #3)

7 **Personal Service MUST be attempted before alternative service is made.**

8 **1. PERSONAL SERVICE**

9  Accomplishing personal service as follows:

10 By personally serving a copy of the notice to the tenant on \_\_\_\_\_, 20\_\_\_\_  
11 in the presence of a witness who has signed below and tenant has signed as proof of  
12 receipt  the original of the notice OR signed other paper specifically \_\_\_\_\_  
13 \_\_\_\_\_.

14  
15 **2. SUBSTITUTE SERVICE AND MAILING**

16 On \_\_\_\_\_, 20\_\_\_\_, I attempted personal service in the presence of a  
17 witness who has signed below but I  could not find tenant at his residence or  could  
18 not find tenant at his business or  found tenant but tenant would not sign for notice, so  
19 I served (Name) \_\_\_\_\_, a person of suitable age and discretion  
20 at the tenant's  residence  business at address of \_\_\_\_\_  
21 \_\_\_\_\_, and on \_\_\_\_\_, 20\_\_\_\_, I mailed a copy of  
22 the notice to the tenant at his  residence  business at \_\_\_\_\_  
23 and a Certificate of Mailing issued by the United States Postal Service is attached.

24  
25  
26  
27  
28 <sup>1</sup>Not for use in cases where tenant pays rent by the week or less if four-day notice to quit was served.

1 **3. POSTING AND MAILING**

2 On \_\_\_\_\_, 20\_\_\_\_, I attempted personal and substituted service as  
3 follows: In the presence of a witness who has signed below, I could not find tenant at his  
4  residence  business, address of \_\_\_\_\_, and  
5 found no one there of suitable age and discretion, and so I served by posting and  
6 mailing as follows: I posted the notice at the rented property address:  
7 \_\_\_\_\_ by attaching the notice to  
8 \_\_\_\_\_ (front door, back door, etc.) and I knocked on the main  
9 entrance in an attempt to serve any person residing there on  
10 .  No one answered.  The door was answered by  
11 \_\_\_\_\_ and a copy was given to that person. I also mailed a  
12 copy of the notice on \_\_\_\_\_, 20\_\_\_\_ and a Certificate of Mailing issued  
13 by the United States Postal Service is attached.  
14  
15

16 \_\_\_\_\_  
Affiant/Landlord

17 SUBSCRIBED AND SWORN to before me

18 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

19  
20  
21 \_\_\_\_\_  
NOTARY PUBLIC/DEPUTY COURT CLERK

22  
23 Witness Statement:

24 I observed the attempt at personal service.

25  
26 \_\_\_\_\_  
Signature of Witness