

TRUMBULL COUNTY CENTRAL DISTRICT COURT
180 N. Mecca St.
Cortland, Ohio
(330) 675-2280

NOTICE TO LEAVE PREMISES

Ohio Revised Code Section 1923.04

To: _____, Tenant
And all other occupants (list each tenant who will be affected by this notice)

The purpose of this letter is to ask you to LEAVE the premises now in your possession,
situated in _____(city), in Trumbull County, Ohio and known as

(full address and suite number of rental premises, or lot number or unit number)

Together with the lot of land on which these premises are located. You are being asked to
leave the above described location for the following reason:

(State the reasons for eviction).

Your compliance with this notice on or before _____, will
prevent any legal measure being taken by me to obtain possession.

“YOU ARE BEING ASKED TO LEAVE THE PREMISES. IF YOU DO NOT LEAVE, AN EVICTION
ACTION MAY BE INITIATED AGAINST YOU. IF YOU ARE IN DOUBT REGARDING YOUR LEGAL
RIGHTS AND OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK LEGAL
ASSISTANCE.”

I AM RESPECTFULLY,

Date _____

This notice must be served at least three days before commencing the action by certified mail return receipt
requested, by handing a written copy of the notice to the defendant in person, or by leaving it at the
defendant’s usual place of abode or at the premises from which the defendant is sought to be evicted.