

## DIRECTIONS FOR NOTICES

The notice should be completed as shown on the sample copy. A copy of the notice should be delivered in person, by the landlord or the landlord's agent (possibly the sheriff or a process server), and a copy should be mailed certified and another copy should be mailed regular mail.

**THE ORIGINAL SHOULD ALWAYS BE KEPT BY THE LANDLORD** for presentation to the court should the need arise. On the original form the affidavit of service should be completed and notarized.

These instructions are not intended to take the place of legal counsel. If you have further questions regarding the issuance of notices, please contact your attorney.

It should be noted that in some instances the notices for HUD Section 8 recipients may differ from Iowa code.

## Non-Compliance Notice

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You, and each of you are hereby notified that you have failed to comply with the terms of the rental agreement and/or the requirements of 562A.17 of the Code of Iowa, as amended, in the following particulars: (Specify provisions/sections) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You are further notified that the rental agreement will terminate on \_\_\_\_\_, 20\_\_\_\_ (thirty (30) days after receipt of this Notice), if the aforesaid breach is not remedied within fourteen (14) days from the date of this Notice.

You are further notified that if substantially the same act or omission which constitutes this non-compliance re-occurs within six (6) months the Landlord may terminate the rental agreement subsequent to a new Notice specifying the second breach.

You are further notified that you have the right to respond to this Notice within ten (10) calendar days after receipt by contacting the Landlord, \_\_\_\_\_ at \_\_\_\_\_, either orally or in writing, of any grievance or response to this Notice.

You are further notified that if you remain in the dwelling unit on, or subsequent to the date specified for termination, the Landlord may seek to enforce the termination by instituting legal action against you and each of you.

**YOU WILL THEREFORE TAKE NOTICE AND GOVERN YOURSELVES ACCORDINGLY.**

Landlord or Agent for the Landlord \_\_\_\_\_







## NOTICE OF PAST DUE RENT

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

You are notified that the Landlord claims the following past due rent from you under the terms of your Rental Agreement covering the property at

		\$	
		\$	
		\$	
Total		\$	

IF THE RENT IS NOT PAID WITHIN 3 DAYS AFTER YOU RECEIVE THIS NOTICE, THE LANDLORD INTENDS TO TERMINATE THE RENTAL AGREEMENT AS PROVIDED BY THE UNIFORM RESIDENTIAL LANDLORD AND TENANT ACT.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Landlord

or

\_\_\_\_\_  
Landlord's Agent

Section 562A.21 or .27  
Iowa Code

Landlord or Agent Address \_\_\_\_\_  
 \_\_\_\_\_

NOTE: If the Fair Debt Collection Practices Act, 15 U.S.C. 1692 et seq., applies to this communication, attach Form No. 172, Notice of Validation of Debt.

### AFFIDAVIT OF SERVICE

STATE OF IOWA )  
 COUNTY OF \_\_\_\_\_ ) SS.

The undersigned being sworn states the above notice was given to each of the persons to whom the notice is addressed, by delivering or mailing by certified or registered mail a copy of the notice to each of the persons at the date and at the place set opposite their respective names:

Name	Mo.	Day	Year	City	County	State

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public in and for the State of Iowa \_\_\_\_\_  
 Commission Expires \_\_\_\_\_



**Below is an example of a 24 Hour Advance Notice form.**

It is a good idea for landlords to use a form similar to this to provide legal notification to tenants when the landlord needs access to a unit. State law indicates that landlords shall give the tenant at least 24 hours notice of the landlord's intent to enter and enter only at reasonable times, except in case of an emergency. (562A.19 (3.))

State law also defines "notice" as, when in the case of the tenant, the notification is delivered in hand to the tenant or mailed by certified mail or restricted certified mail to such person at the place held out by such person as the place for receipt of the communication. (562A.8)

The Housing Department has various sample forms available at our office for landlords. Any landlord interested in this information can stop by the office to pick up a packet of forms.

**24 HOUR ADVANCE NOTICE**

Resident: \_\_\_\_\_

Address: \_\_\_\_\_

Please be advised of our intent to enter your apartment on \_\_\_\_\_

at approximately \_\_\_\_\_ a.m./p.m. for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation.

Landlord signature \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ a.m./p.m.