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How to Complete a Seven-Day Notice of Default for Failure to Pay Rent

1. Type or write the legal name of the landlord in the heading and after “*You are hereby notified by the Landlord/Lessor*”. This should match the landlord’s name listed on the lease.
2. Type or write the full name(s) of the tenant(s) after “*To:*”
3. Type or write the address of the rental property after “*...premises located at:*” and below the Certificate of Service.
4. Complete the date field in the paragraph by calculating seven (7) days after the Notice is posted and mailed (the “Cure Date”). For instance, if the Notice was posted and mailed on May 1, then the lease would terminate if the default is not cured on or before May 8.
 - i. If the tenant offers to pay in full by the Cure Date, you must accept it.
 - ii. Do not accept a partial payment after posting the Notice unless you wish to discontinue the eviction process and allow the tenant to stay in the rental property.
5. Date the Notice on the day you will mail and post it, and then write or type the landlord’s name, address and phone number.
6. Sign the document on both signature blocks.
7. Place an “X” by (a) and (b) in the Certificate of Service.
8. Keep the original Notice for your file and mail a copy to the rental property address and post a copy of the Notice on the front door of the rental property.