

# EVICTION QUICK REFERENCE GUIDE



## Cweren Recommendations:

- Check to see if your area requires a pre-notice or additional notice (San Marcos, San Antonio, City of Dallas, Travis County/Austin etc.)
- List All Known Residents on the Notice to Vacate And Petition
- Include the phrase, "And All Other Occupants"

### In Difficult Counties, Consider:

- Send by Certified Mail
- Personally Delivery to the Resident with at least two (2) witnesses or Post Inside the Main Entry Door
- Document delivery with Photos

### APPROVED NOTICE TO VACATE DELIVERY METHODS:

✓ Regular Mail, Registered Mail or Certified Mail, Return Receipt Requested

OR

✓ Posting Inside the Main Entry Door

OR

✓ Personal Delivery to the tenant or any person residing at the premises who is 16 years old or older

OR

⚠ Use Only in Limited Circumstances: Posting OUTSIDE the Main Entry Door (See Next Column for Details)

- ✗ Never slide under main entry door.
- ✗ Never put on outside door unless you meet criteria and follow all requirements.
- ✗ Never hand to a non-resident.



### ALTERNATIVE DELIVERY:

(Only in limited circumstances)

**POSTING OUTSIDE THE MAIN ENTRY DOOR. YOU MUST HAVE AT LEAST ONE OF THE FOLLOWING SITUATIONS:**

The Premises Has No Mailbox

AND

A Keyless Bolting Device Prevents The Landlord From Entering The Premises

OR

A Dangerous Animal Prevents Posting Inside

OR

An Alarm System Prevents The Landlord From Entering The Premises

OR

Landlord Reasonably Believes That Harm To Any Person Would Result From Personal Delivery

### IF YOU MEET ONE OF THE ABOVE CRITERIA, THEN YOU MUST DO ALL OF THE FOLLOWING:

Place the Notice to Vacate in a sealed Envelope

AND

Mark the outside of the envelope with the words "IMPORTANT DOCUMENT" (in all caps)

AND

Mark the outside of the envelope with the Resident's Name and the phrase, "And All Other Occupants."

AND

Mark the outside of the envelope with the Resident's Address

AND

Mail a copy on the same day it is SECURELY affixed to the outside of the main entry

AND

Mailed Before 5:00 p.m. on the same day

AND

Mailed from the same county



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