California 3-Day Notice Checklist

A pre-service and pre-filing review for residential landlords.

Property: _____ Date: _____

Before preparing the notice

- [ ] Identify the governing city or county and applicable state, local and federal protections.
- [ ] Document the grounds and confirm the appropriate notice type and any cure requirements.
- [ ] Review the lease, rent ledger, credits and lawful rent amount.
- [ ] Exclude non-rent charges from a pay-rent-or-quit demand and prohibited notice delivery fees.
- [ ] Review required payment instructions, disclosures and applicable unpaid rent thresholds.

Service and documentation

- [ ] Confirm the authorized service method and document attempts and any required mailing.
- [ ] Retain the exact notice served and completed proof of service.
- [ ] Check local notice filing or reporting requirements and applicable deadlines.

Before filing an eviction case

- [ ] Confirm the notice has expired, accounting for applicable weekends and judicial holidays.
- [ ] Document subsequent payments, communications and any changes to the claimed balance.
- [ ] Review applicable just-cause, retaliation, habitability and other pre-filing requirements.

Educational resource only. Completion does not establish legal sufficiency for a particular eviction. Requirements vary by property, tenancy and jurisdiction.