

How to Evict a Tenant in 6 Easy Steps

Step 1

Notice to Quit

Notify the tenant of the violation and outline a period of time to either correct the issue or vacate. Examples of when a notice to quit is utilized include cases of non-payment, property damage, or tenant holdover.

What is Included in a Notice to Quit?

- Tenant Names or Names of Any Persons Needing to Comply
- Full Rental Property Address
- Violation Details or Reason for Ending the Lease Contract
- Set Time Frame to Correct the Problem
- Vacate by Date if the Problem is Not Corrected
- Date the Notice is Served
- Signature of Individual Serving Notice



Step 2

Serve Notice to Quit

A tenant can be served; either in person, by directly handing over the notice, or posting notice in a visible location such as the front door. If posting the notice, snap a photo to document the location and record the time and date. Save this for your records.

Step 3

Tenant Holding Over

Once notice is served, the tenant has a few options. They can comply, vacate, or holdover. Ideally, one of the first two options will happen, but if they do not, the process continues and landlords must turn to the court to complete an eviction.

Step 4

Landlord and Tenant Complaint

When a tenant does not fix the problem or vacate, landlords must now turn to the courts. This involves filing a landlord and tenant complaint with the district court, the next step towards an eviction lawsuit. The clerk will process the complaint along with any supporting documentation.

Step 5

Eviction Trial

The court will issue a trial date where each side will present the facts. After hearing the complaint information, the judge will make their determination. Providing the judge rules in your favor by finding the grounds for eviction are lawful; the tenants are then ordered to vacate immediately.

Step 6

Order of Possession

If after all of this, a tenant has not left. The final step is seeking an order of possession. This means a sheriff can remove the tenant and their belongings from the rental property. Never attempt to remove a tenant on your own.