

AFFIDAVIT OF SERVICE OF A DEMAND OR NOTICE

Instructions ▼

In **1**, enter your name and the date you served the occupants.

In **2**, check the box that states how you delivered the *Demand* or *Notice*. Do not use the method in **d** unless the property is vacant.

The person who served the *Notice* or *Demand* should complete this *Affidavit*. Attach the completed *Affidavit* to the *Eviction Complaint* and bring a copy to court on the date of the first hearing.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

Enter your current address and telephone number.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

1. I, _____, served the attached *Demand* or *Notice*
Name of person who served the demand or notice
on _____ .
Date

2. I served the *Demand* or *Notice* by:

- a. Delivering a copy to a tenant or occupant named on the *Demand* or *Notice*.
This person's name is _____ .
Name
- b. Leaving a copy with a person who is at least 13 years old and is an occupant who is not named in the *Demand* or *Notice*.
This person's name is _____ .
Name (if known)
- c. Sending a copy by certified/registered mail, with return receipt from the addressee (*USPS green card is attached*).
- d. Posting a copy on the property because no one is in actual possession of the property.

I certify that everything in the *Affidavit of Service of a Demand or Notice* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email