How to Complete Your Washington Memorandum of Lease

Memorandum of Lease (Washington)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. A memorandum of lease is a short, recordable notice that a lease exists, protecting a tenant's long-term lease, renewal, or purchase rights.

1. **Return address (top of Page 1)**
   Enter where the recorded document should be mailed. Washington recorders allow only the return address in the top 3 inches of the first page.
2. **Indexing block (Page 1)**
   Washington requires the grantor and grantee names, an abbreviated legal description, the assessor's parcel number, and any reference numbers on the first page.
3. **Both sign before a notary (Page 3)**
   Bring a current, government-issued photo ID.

After It's Signed

- Record the original with the county auditor (recording office) of the county where the property is located.

Need a Notary? We Come to You.

Homes • Hospitals • Care Facilities • Offices • Available Anytime
Mobile notary and apostille services.

Washington-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in multiple states. Phone and video consultations are available, wherever you are. **(916) 504-0529** · **www.gavrilovlaw.com**

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Washington attorney. © 2027 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

YOUR FORM BEGINS ON THE NEXT PAGE

When recorded return to:

MEMORANDUM OF LEASE

(Washington)

Landlord (lessor) (last name first, then first name and initials)

Tenant (lessee) (last name first, then first name and initials)

Abbreviated legal description (lot, block, plat, or section, township, range) Full legal on page

Assessor's tax parcel or account number Reference numbers (if any)

Landlord Address

Tenant Address

© 2027 First Choice Mobile Notary & Apostille • (866) 828-6856 • firstchoicemobilenotary.com

Date of lease Term begins Term ends

Tenant’s rights (check all that apply):

- ☐ Option(s) to renew
- ☐ Option to purchase
- ☐ Right of first refusal

the following described real estate, situated in the County of

County
State of Washington:

Full legal description (attach Exhibit A if more space is needed)

Property address (for reference)

This memorandum is signed for recording only. It does not modify the lease, which controls if they conflict.

© 2027 First Choice Mobile Notary & Apostille • (866) 828-6856 • firstchoicemobilenotary.com

X

Landlord

Printed name

X

Tenant

Printed name

NOTARY ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF)

This record was acknowledged before me on

(date) by (name of landlord and tenant)

X

Notary Public

(Notary seal)

Notary's printed name

Title (Notary Public, State of Washington) My commission expires

© 2027 First Choice Mobile Notary & Apostille • (866) 828-6856 • firstchoicemobilenotary.com