

Tenant(s): \_\_\_\_\_  
 Tenant(s): \_\_\_\_\_ et al (and all others)  
 Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
 City: \_\_\_\_\_ OREGON Zip: \_\_\_\_\_

**Owner/Agent has sustained the following damages:**

Breach of Contract: \_\_\_\_\_  
 Action Taken: \_\_\_\_\_  
 Date Action Taken: \_\_\_\_\_

**Repair Cost** \_\_\_\_\_ \$ \_\_\_\_\_

**Materials** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*quantity materials cost*

**Time Incurred** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*hours/minutes charge per hour*

**Cost of Forms** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*# of forms form cost*

**Copying/Printing** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*quantity cost*

**Total Mileage** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*total miles IRS mileage rate*

**First Class Postage** \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
*# of stamps cost*

**TOTAL DUE** = \$ \_\_\_\_\_

**Due Date:** \_\_\_\_\_ (30 days from Date of Notice)

**Owner/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAKE PAYMENTS TO:**  
 Owner/Agent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*In accordance with Oregon Revised Statute 90.401(2): Remedies available to Landlord.  
 In addition to the remedies provided in ORS 90.392, 90.394, 90.396 and 90.398,  
 a Landlord may recover damages and obtain injunctive relief for any  
 Noncompliance by the Tenant with the Rental Agreement or ORS 90.325 or 90.740.*



**SAMPLE**

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