

Tenant(s): _____ et al (and all others)
Tenant(s): _____
Address: _____ Unit: _____
City: _____, OREGON Zip: _____

DATE: _____ We hereby acknowledge receipt of your 30-Day Notice as required by law.
Your Rent is paid to: _____ Balance owing to and including Move-Out Date is: \$ _____.
The amount is due on or before: _____ Your Move-Out Date is: _____

The refund of your deposit will be based, in part, on cleaning the following items after moving out.

- Appliances inside and out, and underneath.
Cabinets and drawers inside, outside and on top, including garage, if applicable.
Interior & exterior light fixtures. All bulbs must be present and working, and the proper type for fixture.
Ceilings, walls, baseboards, door casings, and trim.
Window coverings and blinds.
Heating units vacuumed as necessary. Filters cleaned and/or replaced as needed.
Fireplace, wood stove and hearth area. If contract states, have fireplace professionally cleaned & inspected.
Plumbing fixtures (sinks, showers, toilets and faucets).
Knobs, handles, light switches, outlet and switch plates.
Shower tile, tubs and enclosures including tracks and doors.
Windows inside and out, including windowsills, tracks and window screens.
Interior and exterior doors inside and out including tracks and trim.
Porches, decks, patios, walkways and garage swept and cleaned.
Cobwebs or debris removed from exterior of unit.
Floors vacuumed, swept, mopped (waxed if necessary).

Also, complete the following:

- Garbage, trash, debris, or firewood removed to appropriate receptacles.
Lawn and grounds trimmed, mowed and beds weeded, if applicable. All pet waste picked up and disposed of properly.

Other considerations:

- At the time of move out, secure the unit and return all house keys, mail, pool or other access keys and/or fobs and garage door openers to: _____

Failure to return keys or access fobs/openers may result in additional Charges for Rent or re-keying the access points. If you have lost any of these items, please notify Owner/Agent immediately. Report any needed repairs, i.e., leaks, drips, caulking, or malfunctioning appliances.

- If there are Tenant-made alterations, consult with Owner/Agent well in advance to determine whether alteration needs to be returned to original condition or if change may remain.
10-year lithium batteries must be present and working in Smoke and Carbon Monoxide Alarms. Any Alarms that are missing, damaged, disabled, have no batteries or improper batteries, shall incur a fee of \$250 per Alarm.
If any belongings are left in the rental unit or on the property after the transfer of possession, Tenant(s) may be charged for storage and/or disposal.
Once possession has been transferred to Owner/Agent, Tenant(s) will not be allowed to return to the rental unit without the permission of Owner/Agent for any reason, including retrieval of items left behind, additional cleaning, or repairs.
If Tenant(s) fails to clean the rental unit or causes damages, the Owner/Agent may charge rent for loss of use for the time it takes to return the unit to rent-able condition.
Owner/Agent may charge a reasonable hourly rate for their own performance of cleaning or repairs as allowed by law.
The final accounting of any deposits paid will occur within 31 days after the last Tenant moves out of the rental unit or the date of termination, whichever is later. Tenant is responsible to provide a forwarding address.

Owner/Agent Signature: _____ Date: _____

Owner/Agent: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____



SAMPLE

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