



Section #10 - Final Balance Due Owner/Agent		Section #11 - Refund Due Tenant(s)	
Rent Due Owner/Agent	(From Section #4) \$ _____	Rent refund due Tenant(s)	(From Section #4) \$ _____
Amount due Owner/Agent	(From Section #6) \$ _____	Deposit refund due Tenant(s)	(From Section #6) \$ _____
Amount due Owner/Agent	(From Section #7) \$ _____	Deposit refund due Tenant(s)	(From Section #7) \$ _____
Amount due Owner/Agent	(From Section #8) \$ _____	Deposit refund due Tenant(s)	(From Section #8) \$ _____
Amount due Owner/Agent	(From Section #9) \$ _____	Deposit refund due Tenant(s)	(From Section #9) \$ _____
Total Owed to Owner/Agent By Tenant(s)	\$ _____	Total Refund Due Tenant(s)	\$ _____

If Tenants are due a refund (see Section #11), a check is enclosed for the total amount of the refund. Depositing or cashing the check constitutes acceptance as payment in full.

If there is a balance due the Owner/Agent (see Section #10), the total amount owing is due immediately and must be paid within 10 days. If payment in full is not received within 10 days, appropriate legal and/or other actions may be taken to collect the amount owed. Actions may include, but are not limited to; filing a Small Claims suit, Wage Garnishment, assigning to a Collection Agency and/or reporting to a Credit Reporting Agency.

If box is checked, cleaning/repairs are still in progress. Additional charges will be forthcoming upon completion. Regardless of whether or not box is checked, Owner/Agent may assess additional damage charges caused by Tenant(s), if discovered within one year of termination of tenancy.

If you can not make the payment in full within 10 days, the Owner/Agent may be willing to make payment arrangements. Contact Owner/Agent IMMEDIATELY for payment options.

Owner/Agent Signature: _____ Date: _____

MAKE PAYMENTS TO:
 Owner/Agent: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____

SAMPLE

In accordance with ORS 90, Owner/Agent may claim: unpaid Rent, utilities/services, Fees, cleaning, landscaping damages, damages to Rental Unit, pet damages and recover Rent for the days necessary to prepare the Rental Unit for re-renting.

