

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

<p>Section #1 - Deposits Paid</p> <p>Pet Deposit (Copy to Section #6) \$ _____</p> <p>Other Deposit (Copy to Section #7) \$ _____</p> <p>Other Deposit (Copy to Section #8) \$ _____</p> <p>Security Deposit (Copy to Section #9) \$ _____</p>	<p>Section #2 - Last Month's Rent Deposit, Prepaid Rent</p> <p>Last Month's Rent Deposit \$ _____</p> <p>Prepaid Rent \$ _____</p> <p>Total Rent Deposit and Prepaid Rent \$ _____ <i>(Copy to Section #4)</i></p>
<p>Section #3 - Rent Proration</p> <p>Rent \$ _____ divided by 30-days = Daily Rent \$ _____</p> <p>Rent due from _____ to _____ = # of days _____</p> <p># of days _____ x Daily Rent \$ _____ = Rent Due \$ _____ <i>(Copy Daily Rent to Section #5, copy Rent Due to Section #4)</i></p>	<p>Section #4 - Rent Deposit or Prepaid Rent <i>(Skip this if Section #2 is \$0)</i></p> <p>Total Rent Deposit and Prepaid Rent (From Section #2) \$ _____</p> <p>Rent Due (From Section #3) (Subtract from above) \$ _____</p> <p>Refund to Tenant (Copy to Section #11) \$ _____</p>
<p>Section #5 - Deductions to Security Deposit</p> <p>Past Due Rent \$ _____</p> <p>Prorated Unpaid Rent due (From Section #3) \$ _____</p> <p>Past Due Utilities/Services \$ _____</p> <p>Other Utilities/Services \$ _____</p> <p>Fees/Non-Compliance Charges \$ _____</p> <p>Fees/Non-Compliance Charges \$ _____</p> <p>Fees/Non-Compliance Charges \$ _____</p> <p>Cleaning \$ _____</p> <p>Cleaning \$ _____</p> <p>Carpet Cleaning \$ _____</p> <p>Landscaping \$ _____</p> <p>Landscaping \$ _____</p> <p>Damages \$ _____</p> <p>Damages \$ _____</p> <p>Damages \$ _____</p> <p>Other \$ _____</p> <p>Other \$ _____</p> <p>Other \$ _____</p> <p>Pet Damage (if no Pet Deposit) \$ _____</p> <p>Additional days to prepare for re-renting: _____ days X Daily Rent (Section #3) \$ _____ = \$ _____</p> <p>Total Security Deposit Deductions \$ _____</p>	<p>Section #6 - Pet Deposit Balance <i>(Skip this if Pet Deposit from Section #1 is \$0)</i></p> <p>Pet Deposit Amount (From Section #1) \$ _____</p> <p>Damages Caused by Pet(s) (Subtract from deposit) \$ _____</p> <p>Balance \$ _____ <i>(If deductions are more than the deposit, enter the balance owed in Section #10 if there is a positive balance transfer it to Section #11)</i></p> <p>#7 - Other Deposit Balance <i>(Skip this if Other Deposit from Section #1 is \$0)</i></p> <p>Other Deposit Amount (From Section #1) \$ _____</p> <p>Deductions for: _____ (Subtract from deposit) \$ _____</p> <p>Balance \$ _____ <i>(If deductions are more than the deposit, enter the balance owed in Section #10 if there is a positive balance transfer it to Section #11)</i></p> <p>#8 - Other Deposit Balance <i>(Skip this if Other Deposit from Section #1 is \$0)</i></p> <p>Other Deposit Amount (From Section #1) \$ _____</p> <p>Deductions for: _____ (Subtract from deposit) \$ _____</p> <p>Balance \$ _____ <i>(If deductions are more than the deposit, enter the balance owed in Section #10 if there is a positive balance transfer it to Section #11)</i></p> <p>#9 - Security Deposit Balance <i>(Skip if Security Deposit from Section #1 is \$0)</i></p> <p>Security Deposit Amount (From Section #1) \$ _____</p> <p>Total Deductions (From Section #5) (Subtract from deposit) \$ _____</p> <p>Balance \$ _____ <i>(If deductions are more than the deposit, enter the balance owed in Section #10 if there is a positive balance transfer it to Section #11)</i></p>

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. Owner/Agent must provide Tenant(s) an accounting within 31 days of termination or surrender of the property.

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

Owner/Agent Signature: _____ Date: _____

MAKE PAYMENTS TO:

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

