

Tenant(s): \_\_\_\_\_  
 Tenant(s): \_\_\_\_\_ et al (and all others)  
 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:**

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Appliances inside and out, and underneath.</li> <li><input type="checkbox"/> Cabinets and drawers inside, outside and on top, including garage, if applicable.</li> <li><input type="checkbox"/> Interior &amp; exterior light fixtures. All bulbs must be present and working, and the proper type for fixture.</li> <li><input type="checkbox"/> Ceilings, walls, baseboards, door casings, and trim.</li> <li><input type="checkbox"/> Window coverings and blinds.</li> <li><input type="checkbox"/> Heating units vacuumed as necessary. Filters cleaned and/or replaced as needed.</li> <li><input type="checkbox"/> Fireplace, wood stove and hearth area. If contract states, have fireplace professionally cleaned &amp; inspected.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Plumbing fixtures (sinks, showers, toilets and faucets)</li> <li><input type="checkbox"/> Knobs, handles, light switches, outlet and switch plates.</li> <li><input type="checkbox"/> Shower tile, tubs and enclosures including tracks and doors.</li> <li><input type="checkbox"/> Windows inside and out, including windowsills, tracks and window screens.</li> <li><input type="checkbox"/> Interior and exterior doors inside and out including tracks and trim.</li> <li><input type="checkbox"/> Porches, decks, patios, walkways and garage swept and cleaned.</li> <li><input type="checkbox"/> Cobwebs or debris removed from exterior of unit.</li> <li><input type="checkbox"/> Floors vacuumed, swept, mopped (waxed if necessary).</li> </ul> |
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**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.
- Return all house keys, mail, pool or other access keys and/or fobs and garage door openers.

**Other considerations:**

- 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 rentable 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: \_\_\_\_\_

