

# OREGON SECURITY DEPOSIT RECEIPT

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

<b>Section #1 - Deposits Paid</b>  Pet Deposit (Copy to Section #6) \$ _____ Other Deposit (Copy to Section #7) \$ _____ Other Deposit (Copy to Section #8) \$ _____ Security Deposit (Copy to Section #9) \$ _____	<b>Section #2 - Last Month's Rent Deposit, Prepaid Rent</b>  Last Month's Rent Deposit \$ _____ Prepaid Rent \$ _____ <b>Total Rent Deposit and Prepaid Rent</b> \$ _____ <i>(Copy to Section #4)</i>
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<b>Section #3 - Rent Proration</b>  Rent \$ _____ divided by 30-days = <b>Daily Rent \$</b> _____ Rent due from _____ to _____ = <b># of days</b> _____ # of days _____ x Daily Rent \$ _____ = <b>Rent Due \$</b> _____ <i>(Copy Daily Rent to Section #5, copy Rent Due to Section #4)</i>	<b>Section #4 - Rent Deposit or Prepaid Rent</b> <i>(Skip this if Section #2 is \$0)</i> Total Rent Deposit and Prepaid Rent (From Section #2) \$ _____ Rent Due (From Section #3) (Subtract from above) \$ _____ <b>Credit/Debit</b> \$ _____ <i>(Copy to Section #5 if Debit from Tenant(s), copy to Section #11 if Credit to Tenant(s))</i>
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<b>Section #5 - Deductions to Security Deposit</b>  Credit/Debit Rent Due (If Debit from Section #4) \$ _____ Past Due Utilities/Services \$ _____ Other Utilities/Services \$ _____ Fees/Non-Compliance Charges \$ _____ Fees/Non-Compliance Charges \$ _____ Fees/Non-Compliance Charges \$ _____ Cleaning \$ _____ Cleaning \$ _____ Carpet Cleaning \$ _____ Landscaping \$ _____ Landscaping \$ _____ Damages \$ _____ Damages \$ _____ Damages \$ _____ Other \$ _____ Other \$ _____ Other \$ _____ Pet Damage (If no Pet Deposit) \$ _____ Additional days to prepare for re-renting: _____ days x <b>Daily Rent</b> (Section #3) \$ _____ = \$ _____ <b>Total Security Deposit Deductions</b> \$ _____ <i>(Copy to Section #9)</i>	<b>Section #6 - Pet Deposit Balance</b> <i>(Skip this if Pet Deposit from Section #1 is \$0)</i> Pet Deposit Amount (From Section #1) \$ _____ Damages Caused by Pet(s) (Subtract from Deposit) \$ _____ <b>Balance</b> \$ _____ <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>
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<b>Section #7 - Other Deposit Balance</b> <i>(Skip this if Other Deposit from Section #1 is \$0)</i> Other Deposit Amount (From Section #1) \$ _____ Deductions for: _____ (Subtract from Deposit) \$ _____ <b>Balance</b> \$ _____ <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>
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<b>Section #8 - Other Deposit Balance</b> <i>(Skip this if Other Deposit from Section #1 is \$0)</i> Other Deposit Amount (From Section #1) \$ _____ Deductions for: _____ (Subtract from deposit) \$ _____ <b>Balance</b> \$ _____ <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>
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<b>Section #9 - Security Deposit Balance</b> <i>(Skip if Security Deposit from Section #1 is \$0)</i> Security Deposit Amount (From Section #1) \$ _____ Total Deductions (From Section #5) (Subtract from deposit) \$ _____ <b>Balance</b> \$ _____ <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>
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<b>Section #10 - Final Balance Due Owner/Agent</b>		<b>Section #11 - Refund Due Tenant(s)</b>	
Rent Due Owner/Agent	(From Section #4) \$ _____	Rent refund due Tenant(s) (If Credit, 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)	\$ _____
<b>Total Owed to Owner/Agent By Tenant(s)</b>	<b>\$ _____</b>	<b>Total Refund Due Tenant(s)</b>	<b>\$ _____</b>

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: \_\_\_\_\_