

Town & Country Realty Home & Loan Finder Hotline

Teresa N. Snyder

By Referral Only® Real Estate & Mortgage Consultant.....For Life

2300 Biehn Street Suite AA

Klamath Falls

Oregon 97601

24 hr. Toll Free Number
1-866-883-3421
NEW! press # to leave a message

Toll Free Fax 1-866-883-3421

Email: info@t-crealty.com

Deposit Refund Policy Attention: Tenants

Please note! This is a confidential message intended solely for the person to whom it is addressed. If you received this message in error, please forward it on to the intended recipient, destroy it or fax it back to us. Thank You

Date Sent: &/or Viewed/Printed Online **Pages Sent:** Our Deposit Refund Policy, Cleaning List, Form for Carpet Cleaner to fill out & 30 day Notice Form, Move Out Check Off List, Final Disclosures,, Reasons why we terminate or do not renew contracts, forwarding address & contact information for showings. **Response Requested:** Yes - Return required forms by postal mail, email, fax or deliver in person

Enclosed please find a copy of your Security Deposit statement of Accounting. This may include a detailed end accounting as well but we have up to one year to revise if needed. If you did not return your home to us clean or as instructed on the Deposit Refund Damage Costs Form, your account has been charged to bring the unit up to the condition listed on your autographed Deposit Refund Form. Any items that were not clean, not cleaned as per the form's instruction or damaged/in disrepair - you have been billed for. If the amount owed exceeds the security deposit in your account - you have **30 days** to make payments arrangements in writing to our office or we will be forced to turn your account over to collections and your wages will be attached to pay for your damages, repairs, fees, cleaning costs, etc. Please make arrangements in writing by snail mail, email or fax ASAP (recommend duplicate serving ie mail & email).

Please review your end statement in detail - sometimes we have a property owner that have chosen to forgive a portion of your debt as long as you do not contest your end statement of accounting (see your end statement for details) & the appropriate forms forgiving this debt will be mailed to you if required. If you do contest your end statement - we reserve the right to call your promissory note on file due & payable + all amounts forgiven & we charge all court costs (ie: court fees, sheriff service costs, attorney fees, etc. & our attorney per hour rate is \$185 to \$280 per hour). You agreed in your initial rental application, rental agreement & policy/procedures handout to stay in compliance with your rental contract at all times, that you would not use frivolous claims in a lawsuit & you agreed to use Small Claims, Mediation & Arbitration to settle all disputes/claims.

Any items not clean, not cleaned as per this form's instructions &/or damaged/in disrepair - you will be billed for. We have provided a detailed check off list in your rental contract or one is available online here: www.t-crealty.com/confirm.pdf - If you need instructions on how to clean properly - we have a special report on file we can mail or email to you upon request. If you need help, please let us know or submit I need help form here: www.t-crealty.com/Ineedhelp.pdf

Please make sure to pay close attention to Number 5 on your Deposit Refund Form regarding Professional carpet cleaning. If you want to use a different company - please call and let me know first. You must provide us with a receipt & the attached carpet cleaning survey available online here: www.t-crealty.com/confirm.pdf - You must use a professional carpet cleaning company. A lot of times - the machines you rent at the store actually will set stains into the carpet. If this occurs, we will be forced to charge you to repair the stains or cost per stain per contact &/or replace the carpet.

Please make sure that you provide us with a forwarding address to send your deposit to. It is also good to leave a phone number &/or email address in case the statement &/or deposit comes back in the mail. We have 31 days to mail your security deposit statement of accounting & refund (if any). If you did not comply with our move out policy and have not kept your account & tenancy in compliance, your security deposit will be used to bring your account current & pay all non-compliance fees owed on your account. If you do not receive your end statement, contact us immediately in writing. We will charge your account \$75 an hour to reprint your end statement & deposit refund check plus the cost to stop payment on any outstanding checks due to you. Be advised that this may take 10-30 days to do.

If you vacated the unit before the end of the notice to vacate and did not arrange to have the lawns & landscaping properly maintained or the ice & snow removed through the end of the notice to vacate, then your account has been billed to take care of these issues as they are your duties as a tenant to perform.

If you are vacating before your contract is up, you will owe the **non-compliance fee for early termination equal to 1.5x your month's rent on your lease + repayment of your contract signing incentives**. If we had to terminate your tenancy due to your non-compliance with your rental contract with us, you will owe our non-compliance fee for termination of your tenancy due to noncompliance with your rental contract equal to 1.5x the month's rent + repayment of your contract signing incentives. Please review your rental agreement & policy/procedures handout for more details.

If you do not vacate by the termination date of your contract, you are considered to be a holdover tenant and you are liable for rent + damages. And if we have to file for possession with the courts, your account will be charged & you will owe \$250 per visit to the court house plus all costs to pursue possession (ie: court fees, sheriff service costs, attorney fees, etc.). Your rental contract requires you to use Small Claims, Mediation & Arbitration to settle disputes/claims.

Finally, ORS 90.400 has been broken down into the following ORS numbers: 90.392, 90.394, 90.396, & 90.398.

Thank you for renting from us. If you are ever in need a rental reference, make sure to have the landlord fax the rental reference request to Toll Free to 1-866-883-3421. Proof of your authorization is required - www.t-crealty.com/okaytodisclose.pdf.

Good Luck! If you have any questions or concerns, please feel free to contact me by email at teresa@t-crealty.com or at my office - Toll Free 1-866-883-3421 - Press # (if I am available to take your call - my voice messaging system will find me & transfer your call to me)

Sincerely,

Teresa N. Snyder
Teresa N. Snyder By Referral Only® Real Estate & Mortgage Consultant, GRI
Town & Country Realty Teresa@t-crealty.com Or www.t-crealty.com



Deposit Refund Form

Please Note: The only way you will receive a deposit refund is if you complete the following Clean-up list and make sure your account is brought current and nothing is past due & owing. If you do not, you will be billed for all of the work to be done. If you do not arrange make payments for the clean up work, then the bill will be turned over to collections and you are responsible for all collection costs. This will effect your credit history & any rental reference from us. We rent homes. We are not in the Rental Cleaning Business - that is your responsibility. If you do not have time to do it - hire it out. We have several companies we use & would be happy to refer them to you. ***This is not an all inclusive list - We want the unit clean. Avoid paying our fees by getting the work done before returning keys

No trash, debris, grease, grime, dirt or dust should be left behind. All items provided at move in need to remain in unit when you vacate. (Estimated Cleaning & Damage costs are listed in your rental contract)

PLEASE NOTE: We will only due repairs required by law if you are past due on your account.

Clean-up List:

- Range, range hood & fan + filter, oven, drip pans, dishwasher, refrigerator, PUR Mount, and Fire extinguisher thoroughly cleaned inside and out if applicable & also underneath (take extreme caution not to damage the floors by moving appliances out to clean under them).
- Cabinets, drawers, & sinks cleaned inside and out. Use stainless steel cleaner on stainless sinks only. Most Bathroom sinks are now plastic - do not use any harsh abrasives or you will be billed for a replacement sink.
- Light fixtures & covers must be cleaned and all bulbs present and working. Outlet & light covers must be cleaned & all Broken/Missing covers must be replaced.
- All floors thoroughly cleaned & dirt/grime removed. Laminant & Sealed Wood Floors clean with **Minwax Hardwood Floor Cleaner** (do not dilute with water). If seal coat is damaged, your account will be billed to repair the damage even if due to improper cleaning. DO NOT USE Murphy's wood oil soap. If floors are very dirty - make sure to clean a second time to remove all residue. Do not use water to clean laminate flooring - it will damage them. Use appropriate laminate floor cleaner - Minwax is a speciality product that is safe for both wood & laminant floors.
 - Vinyl floors need to be waxed - please contact Barco for speciality floor wax. Do not wax if the floor is not fully clean or you will be billed to strip it off to clean the floors.
- All carpets shampooed by a carpet cleaning professional unless other arrangements are made in writing with our consent and approving signatures. You must provide us with a receipt & have them fill out the attached carpet cleaning form. If not done, your account will be billed a \$200 Non-compliance fee for failure to have carpets professionally cleaned & rent will be charged till the carpets can be cleaned. This is your responsibility. We do black light carpets to ensure there has been no pet damage. Cost is \$35 per stain & if room has more than 8 stains 3x3 or larger, we reserve the right to replace the carpet instead of bill per stain as you have ruined the carpet.
- Ceilings, baseboards and walls clean. Cobwebs removed. Woodwork oiled. All nail holes filled with shrink free spackling available at Sherwin Williams Paint Company - 884-7704.
- Heating unit, ducts, vents & vent covers need to be vacuumed, clean and all dust & debris removed. Filter needs to be clean- please replaced with a new clean one or if washable, please wash. If winter, leave heat on at a minimum of 55 degrees inside. If temperatures are below freezing, please leave all interior faucets dripping, doors open under the sinks and the heat at 62. You will be responsible for all frozen or burst water pipe damage.
- Clean out fireplace and/or woodstove if one is available. No Soot. Only Duraflame logs can be used in our wood burning fireplaces or wood stoves. NEVER EVER BURN TRASH in your fireplace - Throw it away. Use of any other material is in violation of your rental contract & your account will be billed to have the chimney cleaned. No flammable items can be used in or stored near our fireplaces/furnaces - especially gas log fireplaces & furnaces. **If electric fireplace is provided - YOU MAY NEVER REMOVE IT TO BURN WOOD.** Chimneys are not cleaned if electric in use.
- All plumbing fixtures clean. No dust, soap scum, mold, grime or mildew. Vinegar works wonders.
- Clean shower tile, tub, tub surround, & toilet. No dust, soap scum, mold, grime or mildew. Kill mold with bleach. Never use adhesive slip pads on tubs - some are painted & it rips paint right off. Only use removable bath mats.
- All garbage & your personal items must be removed from premises and this includes all trash, cigarette butts in the yard, areas of use including the driveway(or abandoned property notice must be served/stored). Please bag all garbage before putting in garbage cans, make sure everything makes it into the cans & the cans are clean & odor free.
- All Keys must be returned. Keys must be returned to our office & be the exact number as you were initially given plus any extra copies you had made. If keys are not returned - even if you vacate - we have to file eviction to get possession.

13. Cable TV/modems equipment must be returned to cable company not left in home. \$35 charge to return equipment.
14. Draperies & all rods cleaned. Dry Clean if required. If not required on label, wash curtains cold water, air dry - do not shrink. Damage done in cleaning is your responsibility. All blinds must be free of dust, cobwebs & grime.
15. All windows, screens, sills, trim, baseboards, & picture molding washed. No mold, No dust, No Grime.
16. Sidewalks, Porches, Exterior of the home,+Basement/Garage must be clean - do not power wash as can ruin paint. No dust/dirt or cobwebs. Wash with water if dusty or dirty. Use Mild Bleach Solution or pet enzyme odor remover if odor. **If winter, be sure to keep shoveling the sidewalks even if you have moved out. You are responsible to keep sidewalks clear until you return keys. And you will be held liable for any city fines &/or if any one slips and falls on icy/not shoveled walkways.**
17. Lawns and grounds trimmed, mowed and weed free. Lawn & Landscaping must be returned in good condition. Mow every two weeks, water each area for at least three hours weekly, fertilize yearly or hire this done. Please water and take care of the landscaping & lawns or we will hire it done & bill your account. Remove weeds from flower beds & lawns by hand or proper chemical - **DO NOT USE A WEED EATER TO DO THIS!** Fill all holes in the yard especially pet damage & remove all pet waste weekly.
18. No Smoke Smell. Smoking is not allowed inside any unit & considered damage. Do not smoke within 20 feet of any open window or door.
19. Remove all nails & Fill all holes made to the property with **shrink-free spackle** applied with a finger never with a putty knife as they leave big square swaths of material that not only ruins the paint job but also emphasize the patch rather than minimizing it. Improper patching is damage & your account will be billed to remedy the damage. May include repainting if excessive holes made to walls.
20. Please make sure dryer vent is clean at all times & if you rented a washer && dryer from us, make sure they are clean.
21. No Roll Chairs, high heels, pool nor ping pong tables on Wood, Vinyl, or Tile Floors. They can cause extreme damage. Even plastic mats put under roll chairs causes damage. Bamboo mats are supposed to be better but you must pull these up & dust mop under them weekly to keep dirt from grinding into the floors.
22. All evidence of vermin needs to be removed. If you have vermin - please put down glue traps to catch them. All costs to remove vermin will be billed to your account.
23. Turn off water hot & cold supply to the washer, make sure not leaking (if drip put bowl under or if we provided supply hoses - make sure they are placed in the washer drain) and turn off power to the water heater. If gas hot water system, turn to vacation setting.
24. Property is as good or better condition as when received- ordinary wear and tear excepted only after one year of occupancy. If you leave before one year, you will be held responsible for all charges to bring the unit up to the original move in condition. Smokers & Pet Damage does not fall under normal wear and tear - it is damage
25. You must: give a written 30 day notice to leave (See Move Out Policy pages #46), leave a forwarding address with us, inform us of any maintenance issues & how we can show the property to new prospective tenants (tours on Saturdays afternoons are common - Refusing access is in violation of Oregon Landlord Tenant Law & your signed rental contract - you are unreasonably denying us access & interfering with our ability to conduct our business and we have the right to seek damages), complete the list of required cleaning on the Deposit Refund Form, Return the keys to our office with the completed & signed return of possession form (See pages #49) & the Move Out Inspection Form (See page # 50).

Failure of Tenants to give written 30 day notice will make you liable for up to 30 Days Rent + you will owe your noncompliance fee for early lease termination and your account will be charged 1.5x a month's rent noncompliance fee or as stated in 2f page 1 of your rental agreement + repayment of your contract signing incentives.. If your tenancy is terminated by us including nonpayment of rent - you will be charged a non-compliance fee equal to 1.5x month's rent + repayment of your contract signing incentives. This applies if you skip before the FED can be filed as well or fail to adhere to a stipulated agreement. Manager reserves the right to accept less than a 30 day notice to vacate.

26. If you are leaving before your contract is up, you will owe the non-compliance fee for early termination of your contract + repayment of your contract signing incentives, and your account will be charged the 1.5x a month's rent noncompliance fee or as stated in 2f page 1 of your rental agreement + repayment of your contract signing incentives. Funds owed on your account will be paid when your security deposit is released. If funds are still owed, Please set up a payment arrangement or we will be forced to turn your account over to collections

PLEASE NOTE: We will only due repairs required by law if you are past due on your account.

Please return the property clean! If you can not clean - please hire it done.

Town & Country Realty
2300 Biehn Street Klamath Falls, OR 97601
Toll Free Telephone & Fax 1-866-883-3421

Professional Carpet Cleaning Instructions

**No rented or home carpet cleaners allowed.
Only professional carpet cleaning services can be used.
Please have him complete
this form & bring in with a copy of your paid receipt.**

Please let us know if there is any damage to the carpeting in this home. Especially people or pet damage including unremovable stains, odors including pet urine. Please fax this form plus a copy of your invoice showing paid by the tenant Toll Free to 1-866-883-3421 or you can mail to our address above or drop in our brass mailbox at our office address above.

Please also try and get the carpets as dry as possible if using a wet clean or as much of the chemical up as possible if using a dry clean system

Please circle & answer the following questions:

Is there evidence of people damage to the carpeting? Yes or No

Evidence of cigarette smoking inside? Yes or No

If yes, please explain:

Is there evidence of pet damage to the carpeting? Yes or No

If yes, please explain:

Is there evidence of pet urine in the carpeting? Yes or No

If yes, please explain:

Where you able to remove the damage? Yes or No

Is the odor gone? Yes or No

Do you recommend replacing the carpets? Yes or No

All the rooms or which rooms:

Were the carpets: Okay, Dirty, Very Dirty, Horrible, Abused, Need Replacing

Thank you!

Town & Country Realty's Move Out Instructions
2300 Biehn Street, Klamath Falls, Oregon 97601
Toll Free Telephone/Fax 1-866-883-3421, ext. #

PLEASE NOTE: We will only due repairs required by law if you are past due on your account.

Check Off List

- SUBMIT Written 30 day notice - (See page # 45)**
- Return Keys to our office - Never Leave them in the Home. You may drop them in our brass locking mailbox at 2300 Biehn Street at any time. Rent continues till all keys are received. Please submit keys with the signed Return of Possession Form & Check Out form completed (See page # 48 &49). Be advised that you are required to pay rent for your (or our) 30 day notice period even if you vacate/return keys before the end date of that notice.**
- Please review our deposit refund policy before you vacate -and return the forms that need your signature & attention. Available online here: www.t-crealty.com/confirm.pdf**
 - Forwarding address must be supplied**
 - If multiple occupants, please state where to send the deposit refund to if there is one and to whom the check is to be made payable (all occupants must sign & agree to this).**
 - If you are going to cure a notice of termination from us but still intend to vacate - please submit written 30 days notice. If you did not serve this notice personally, then four days will be added to your 30 day notice as per service of notice requirements in your rental contract.**
 - If you are terminating your contract before your contract period is up, your account will be billed a noncompliance fee for early contract termination equal to 1.5x a month's rent on your lease. If we terminated your contract due to your noncompliance with your rental contract, your account will be billed noncompliance fee for termination of your tenancy due to noncompliance with your rental contract equal to 1.5 month's rent. Your security deposit will be used to pay these fees first. If amounts are still owed, you will need to setup a payment arrangement for the balance due or your account will be turned over to collections.**
- Complete, sign & submit your check out form - (See page # 49)**
Available online here: www.t-crealty.com/checkinout.pdf
- Hire a professional carpet cleaner**
 - We request you use only a professional Cleaner. No rental machines allowed.**
 - Submit copy of his paid invoice/receipt & survey**
 - Have them fill out our carpet cleaning survey Available on page #7 in your rental contract or online here: www.t-crealty.com/confirm.pdf**
 - If carpets are not properly & professionally cleaned, your account will be billed to have them cleaned + a \$200 Non-compliance fee for failure to have carpets professionally cleaned . If survey & paid invoice not received and carpets do not look clean - you will be billed for the carpets to be cleaning again. Cost is \$35 per stain & if room has more than 8 stains 3x3 or larger, we reserve the right to replace the carpet instead of bill per stain as you have ruined the carpet**
 - Do not use a store rental or small home carpet cleaner. They are not allowed to be used on our carpets ever. All damage will be billed to your account.**
- Clean & Complete the entire list of required cleaning as per your signed Deposit Refund Form. Detailed check off list Available online here: www.t-crealty.com/confirm.pdf**

See next page for more

- Repair all damage done to the property while you lived there even if caused by someone else - guests, pets, etc.** If you intend to vacate the home before the end of the notice to vacate and do not arrange to have the lawns & landscaping properly maintained or the ice & snow removed through the end of the notice to vacate, then your account will be billed to take care of these issues as they are your responsibility to perform/hire out. Replace any items missing or stolen from the property.

- Remove all garbage & items from the property**
If not, abandoned property notice will be served with a \$25 **noncompliance fee for having to service a warning/violation notice** and you will be billed for the abandoned storage cost for the required time the law requires us to hold abandoned property before it can be hauled away & all removal costs. Daily abandoned storage costs are same as per day rent on the dwelling. Waiver of abandoned storage form must be signed & on file for these charges not to be assessed.

- Submit list of any repairs that need to be done to the property. These will be performed after you vacate. Available online here: www.t-crealty.com/maintenance.pdf

- Pay your prorate before you vacate.
How to calculate your prorate: Take your rent and divide it by the total number of days in the month. Once you have that per day rent amount x by the number of days needed to reach a 30 day notice or 34 day notice if mailed notice. If you are vacating after your contract period, make sure to include the 10% rent increase in your prorate. ie: \$500 a month/31 days = \$16.129 per day x 27 days = \$435.48

If you are inhabiting the unit past a notice date, you become a holdover tenant and actual damages will be billed to your account. Please vacate or cure the notice.

- If we suspect you have abandoned the home or have received notice that the utilities are not in your name or have been transferred out of your name, a 24 hour notice of entry will be served and an interior inspection done. Please return keys if you are leaving with a note releasing possession back to Town & Country Realty with the time & date and put in our locking brass mailbox 24 hours a day. Remember Rent continues till all of the keys are returned (see page 11 for more details).

- If you are vacating before the end date of your or our notice(s) - please arrange to have the lawn/landscaping properly watered or if winter ice/snow removed. If you can not do this please submit the I need help form so we can get it done - otherwise you will be billed for all damage that occurs
- Abandoned property storage fees are equal to your daily rent charge as long as left in the home. Once removed from the home, charge a daily fee of \$20 per day. We charge \$35 per hour to move items & \$55 per hour to haul items to the dump.

- Please have all rental reference requests faxed to our office with a copy of your authorization to disclose your rental history to your new/pending landlord/property management company. www.t-crealty.com/okaytodisclose.pdf

- If you need help - please immediately submit this form: www.t-crealty.com/Ineedhelp.pdf

Thank you & We wish you the best!

DO NOT MAIL BY RESTRICTED DELIVERY. First Class Mail ONLY
Do Not Email or Fax this Notice -
Not considered proper service by Oregon Law

Tenant's 30 Day Notice

Date: _____ Tenant Name (s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

As our rental agreement requires, I/We hereby give 30 days notice of our intent to vacate our home (please add 4 days for mailing if you are mailing this form or putting it in our mailbox) and we will return the keys & deliver the unit back to you cleaned as per our deposit refund form on the date of _____, 200__ at _____ am/pm (circle one).

I/we agree to adhere to my rental contract rules & requirements & to return my home as per my signed deposit refund form. If I/we remain in possession without the our consent after expiration of the term of the rental agreement or its termination, we may bring action for possession and if your holdover is willful and not in good faith, the landlord may also recover not more than two month's periodic rent or twice the actual damages sustained by the landlord, whichever is greater.

Our home may be shown at reasonable times with appropriate notice

Telephone number to call for permission to show is:

Daytime Number: _____

Evening Number: _____

Cell Phone Number: _____

Email Address: _____

Our Forwarding Address will be:

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

If you do not have a forwarding address as of yet - Please state the best address to mail your Deposit Accounting, Final statement of Account if done & Deposit Refund to if applicable.

- Please mail to our current rental address. We will submit forwarding address request with post office
- Please mail to our cosigner.
- Please mail to address below.

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

PLEASE BE SURE TO SIGN THE AUTHORIZATION TO RELEASE YOUR RENTAL HISTORY TO LANDLORDS &/OR PROPERTY MANAGEMENT COMPANIES THAT FAXED IN A RENTAL REFERENCE REQUEST ON YOUR TENANCY.

We understand ORS 90.400 has been broken down into the following ORS numbers: 90.392, 90.394, 90.396, & 90.398.

Signature below authorizes us to put a for rent sign up immediately & begin advertising to secure a new tenant!

SMALL CLAIMS, MEDIATION &/OR ARBITRATION IS REQUIRED to settle any disputes.

Date: _____ Tenant Name (s): _____

Date: _____ Tenant Name (s): _____

Date: _____ Tenant Name (s): _____

PLEASE NOTE: We will only due repairs required by law if you are past due on your account.

Date Received by Town & Country Realty: _____

How Received? Personally Delivered (add 4 days for mailing on the following) Left in our Mail Box Mailed

If by Fax Email what date was this returned to tenant for proper service of notice: _____

Date Accepted by Town & Country Realty: _____

Date Deposit Refund Policy sent by Town & Country Realty: _____ Mailed Faxed Personally Delivered Faxed

Date Prorated Rent owed & other fees owed by Town & Country Realty: _____ Mailed Faxed Personally Delivered Faxed

Authorization to Disclose & hold harmless for Disclosure of your Rental Reference & Rental History Given to any landlord or property management company that calls regarding our tenancy.

I hereby consent and authorize Town & Country Realty, and any of its agents to release information pertaining to my rental character, including my rental history, rent payment history, pet/guest issues, attorney threats, damage to the unit, cleanliness, ignorance of your requests, past due payments, amounts still outstanding, and whether we would re-rent to you or not. I understand that the information supplied by Town & Country may be utilized by my new landlord or property management company in conducting a comprehensive rental background investigation. I release from liability any and all persons, companies, and corporations that supply information about my history as a result of this investigation.

SMALL CLAIMS, MEDIATION &/OR ARBITRATION IS REQUIRED

*Please have all rental reference requests faxed to our office (Toll Free 1-866-883-3421 or emailed to info@t-crealty.com) with a copy of this authorization signed by you to disclose your rental history to your new/pending landlord/property management company:
www.t-crealty.com/okaytodisclose.pdf*

Tenant: _____

Signature: _____

Tenant: _____

Signature: _____

Tenant: _____

Signature: _____

Tenant: _____

Signature: _____

Rental Address: _____

City, State, Zip: _____

We will not release your rental history unless this form is signed and in your tenant file.

We list the main reasons why we terminate tenancy here: www.t-crealty.com/termination.pdf

Sample of our rental reference request form is available online here: www.t-crealty.com/okaytodisclose.pdf

**Town & Country Realty
2300 Biehn Street, Klamath Falls, OR 97601
Toll Free Telephone & Fax 1-866-883-3421
info@t-crealty.com**

Town & Country Realty's Release of Possession Form:

On Date: _____ Time: _____ am pm - I/We: _____

(Tenant's names) hereby release possession of
the home located at: _____ in the city of: _____, State &
Zip: _____

All Keys must be returned to our Office - never left in the unit or with neighbors.

I/We have returned the Key(s) - Please check one

- to Town & Country Realty's lockbox at 2300 Biehn Street, Klamath Falls, OR 97601
- by personal delivery to someone in the office of Town & Country Realty)
- First Class Mail **DO NOT SEND by Certified Mail or any other delayed delivery requiring a signature. Can take up to 35 days to get here & some not at all.**

I/We have (mark all that apply):

- Cleaned the unit
- Oven is clean
- Carpets have been professionally cleaned
- Exterior of home has been hosed off
- Windows (inside & out) have been washed
- All garbage has been removed from the property
- Mowed the lawn and landscaping is in good watered condition
- Turned off the water heater and left the heat on at 60 degrees if in winter

Please tape keys to this form if mailed. Have had issue with USPS and keys not arriving with the envelope.

Please be aware that if you are vacating before the end date of your written 30 day notice (add four days if mailed), you will still owe rent & your utilities still need to be maintained through the end date of your or our notice(which ever is the latter).

Our Office will make every effort to re-rent the home as soon as possible. And once the home is rented, your rent will stop & the new tenant will take over responsibility for the utilities.

If you access the property after returning this form & keys it is considered trespassing & illegal entry and charges may be filled. If you left something behind - contact us first & arrange re-entry.

SMALL CLAIMS, MEDIATION &/OR ARBITRATION IS REQUIRED We understand ORS 90.400 has been broken down into the following ORS numbers: 90.392, 90.394, 90.396, & 90.398, 90.405.

On the date of: _____

Tenant Name(s): _____ Signature: _____
Tenant Name(s): _____ Signature: _____
Tenant Name(s): _____ Signature: _____
Tenant Name(s): _____ Signature: _____

Date Received by Town & Country Realty: _____

How Received? Personally Delivered (add 4 days for mailing on the following) Left in our Mail Box Mailed Faxed Emailed

Date Accepted by Town & Country Realty: _____

Date Deposit Refund Policy sent by Town & Country Realty: _____ Mailed Faxed Personally Delivered Faxed

Date Prorated Rent owed & other fees owed by Town & Country Realty: _____ Mailed Faxed Personally Delivered Faxed