**Inventory**

<table>
<thead>
<tr>
<th>Bedrooms (1) (2) (3)</th>
<th>Beds</th>
<th>Mattresses</th>
<th>Dressers</th>
<th>Night stands</th>
<th>Curtains</th>
<th>Lamps</th>
<th>Light fixtures</th>
<th>Floor</th>
<th>Walls</th>
<th>Windows &amp; screen</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Condition moving in**
- Kitchens
  - Cabinets or countertops
  - Sink
  - Refrigerator
  - Dishwasher
  - Oven
  - Hood
  - Window or screen
  - Other

**Condition moving out**
- Living Room
  - Couch
  - Curtain or drapes
  - End tables
  - Rug or carpet
  - Curtains or drapes
  - Lamps
  - Light fixtures
  - Floor
  - Doors or windows
  - Other

- Bathrooms
  - Toilet
  - Tissue rack
  - Sink
  - Tub
  - Shower
  - Mirror
  - Light fixtures
  - Hot & cold water
  - Curtains
  - Floor
  - Doors or windows
  - Other

- Miscellaneous
  - Door keys (number)
  - Other keys

**Lease**

A written lease agreement guarantees occupancy for a specified length of time, usually 1 year. Leases spell out the rights and responsibilities of both the landlord and the tenant. With a lease, a tenant cannot be asked to move during the term of the lease unless the tenant breaks one of the conditions in the lease or the lease allows it. The lease also can indicate that rent cannot be raised during the lease period. Rental Agreements

Several types of rental agreements can be made. The rights and responsibilities of both landlord and tenant are spelled out by law, but depend on the type of agreement.

**Oral agreement**

Nothing on paper defines this type of relationship between the landlord and tenant. The rent is paid weekly, bi-weekly, or monthly. Either the landlord or the tenant can end the agreement for almost any reason with a written notice; for example, if the tenant pays rent monthly, a 30-day written notice is necessary to end the agreement. If the tenant pays rent weekly, a 10-day written notice is necessary.

**Written agreement**

A written rental agreement states the tenant’s and landlord’s rights and responsibilities. The agreement can be ended with written notice from either, for any reason. In either an oral or written agreement, the landlord can raise the rent only after giving a 30-day written notice. The landlord can terminate the agreement to provide the tenant with a copy of any written agreement and with all amendments or additions to that agreement.

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Prepared by Delphi Staker, former Extension Consumer economics specialist, Oregon State University, and Margie Lowe, Research & Education Specialist, Oregon Consumer Services Division, Salem.
Contents of agreements

The agreement or receipt should state such in-
formation, and the tenant should have a
full understanding of this provision. However,
the tenant may negotiate the terms of the
agreement and may vary the provisions of
the law, but should be a part of any oral or written
agreement.

Lienlord’s name and address. A telephone
number is called for emergency or other
services. The tenant’s emergency telephone num-
ber is important information that should be
kept up to date.

Amount of rent, due date, and where payable.

Extension or renewal conditions for a ten-
ancy. If a lease is automatically renewed, what additional
information is required for termination of that
lease?

List of repairs to be made before tenancy moves
in. Terms of an oral agreement both to the landlord and
the tenant:

• Rules regarding use and occupancy of the
  premises.
• A written understanding of deposits and fees;
• Special services provided by the landlord,
  including building and grounds maintenance.
• A written understanding of deposits and fees: conditions of tenancy.
• Rules regarding use and occupancy of the
  premises.

If you are a prospective tenant, before signing a written rental agreement, read everything,
special the small print. Write down any other
agreements you make with the landlord and make
sure all promises are in writing. If you are
agreed with landlord: all such matters

Don’t create problems.

If you are a tenant, and the
Don’t create problems.

Don’t create problems.

Don’t create problems.

Don’t create problems.
Inventory

<table>
<thead>
<tr>
<th>Condition moving in</th>
<th>Condition moving out</th>
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<tbody>
<tr>
<td>Kitchens</td>
<td></td>
</tr>
<tr>
<td>Curtains or drapes</td>
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</tr>
<tr>
<td>Sink</td>
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</tr>
<tr>
<td>Refrigerator</td>
<td></td>
</tr>
<tr>
<td>Dishwasher</td>
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</tr>
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<td>Floor</td>
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<td>Walls</td>
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<tr>
<td>Windows &amp; screens</td>
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<td>Other</td>
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<td></td>
</tr>
<tr>
<td>Mirror</td>
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<tr>
<td>Light fixtures</td>
<td></td>
</tr>
<tr>
<td>Hot &amp; cold water</td>
<td></td>
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<td>Curtains</td>
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<tr>
<td>Windows</td>
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<td>Other</td>
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Living Room

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<th>Condition moving in</th>
<th>Condition moving out</th>
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<td>Couch</td>
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</tr>
<tr>
<td>Curtains or drapes</td>
<td></td>
</tr>
<tr>
<td>End Tables</td>
<td></td>
</tr>
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Moving in

<table>
<thead>
<tr>
<th>Moving in</th>
<th>Date</th>
<th>Signature of tenant</th>
<th>Signature of landlord</th>
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</table>

Moving out

<table>
<thead>
<tr>
<th>Moving out</th>
<th>Date</th>
<th>Signature of tenant</th>
<th>Signature of landlord</th>
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</table>

Prepared by Sheila Slater, former Extension Consumer Economics Specialist, Oregon State University, and Margie Lowe, Research & Education Specialist, Oregon Consumer Services Division, Salem.

Landlord and Tenant

Rights and Responsibilities

Oregon's Residential Landlord and Tenant Act spells out the rights and responsibilities of both landlords and tenants. Major points of that law are discussed here. This is not intended to be a substitute for legal advice nor to replace the services of a lawyer. For advice about a specific legal problem or for more in-depth information, see your lawyer. If you need a lawyer and do not have one, call the Lawyer Referral Service of the Oregon State Bar by calling 224-6580 or the toll free number, 1-800-452-7636. If you cannot afford legal help, you may qualify for assistance. Check with the Legal Aid office in your area.

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