

The Oregon specific, court-tested Oregon Rental Housing Association forms are one of the best weapons you can keep in your arsenal. They clearly spell out the tenant’s rights and responsibilities and your terms and conditions during a tenancy.

The forms below are some recommendations you’ll want to have on hand for new tenants, current tenants, problem tenants, and leaving tenants.

**For a New Tenancy**

<b>Form Number</b>	<b>Form Name</b>	<b>Uses</b>
<b>45</b>	Application Screening Guidelines	Helps you decide who you’re going to rent to by having consistent requirements.
<b>1</b>	Rental Application - <b>NEW 2016</b>	Gets all of the information about a potential tenant that you’ll need to make a good decision.
<b>20</b>	Application Verification	Use this form for recording your verification process. You must keep records.
<b>43</b>	Application Denial	If you decide not to rent to someone, this is how you tell them.
<b>30</b>	Deposit to Hold - <b>NEW 2016</b>	If, for whatever reason, you are not yet ready to sign the lease and the tenant wants you to hold the property you use this.
<b>2A, 2B</b>	Rental Agreements - <b>NEW 2016</b>	Signing the month to month or fixed term Lease Agreement makes you a landlord and your approved applicant the tenant.
<b>11, 51, 54, 9</b>	Smoke Alarm & CO Alarm Acceptance, Lead-based Paint Disclosure & Mold Prevention Agreement, Check In/ Check Out Condition Report	These are addendum's to your rental agreement and should be signed with every tenant.
<b>21</b>	Deposit Refund	If you are taking a Security Deposit, here are the conditions for the refund.
<b>3</b>	Pet Agreement	Get that pet info in writing.
<b>27</b>	Smoke/Vape Free Agreement - <b>NEW 2016</b>	No smoking policy addendum.

<b>53</b>	Reasonable Accommodation Request	If your tenant asks you to have an assistance animal or make changes to your property or your policy due to a disability, this form needs to be processed.
<b>46</b>	Assistance Animal Agreement	Remember: An assistance animal is not a pet and must be treated differently.
<b>32, 33, 47, 52, 58</b>	Addendum, Rules & Regulations, Parking Agreement, Co-Signer Agreement, Foreclosure/ Default Disclosure	Some other specialty addendum's you might use under special circumstances.

### Used During the Tenancy

<b>Form Number</b>	<b>Form Name</b>	<b>Uses</b>
<b>13</b>	Notice of Rent Increase - <b>NEW 2016</b>	Must be done in writing.
<b>14</b>	Rent Payment Notice	A reminder the rent is due.
<b>15</b>	Resident's 30 Day Notice to Landlord	A form your tenant can use when they decide to move.
<b>16</b>	Confirmation of 30 Day Notice	Your written acknowledgment of the tenant's 30 day notice.
<b>17</b>	Maintenance Request	A form for your tenant to make requests.
<b>18</b>	24-Hour Notice to Enter	Written notice to the tenant you will be entering the property.
<b>19</b>	Emergency Entry	Let your tenant know you were in/on the property for an emergency.
<b>22</b>	Emergency Locations	A list of the utility shut off locations and other important information.
<b>26</b>	Personal Property Notice	A warning about leaving personal property unsecured in common areas.

<b>28</b>	One-Time Late Payment	Use if your tenant is going to pay the rent late.
<b>29</b>	One-Time Partial Payment	Use when the tenant is breaking the rent into 2 or more payments.
<b>31</b>	Guest Registration	Keep track of guests.
<b>36/37</b>	Someone Was In/Is In	Door hanger card for notifying absent tenant that someone was in or is in their unit.
<b>41</b>	Annual Recycling Notice	Informs tenants about recycling options.
<b>57</b>	Temporary Occupant - <b>NEW 2016</b>	Sign if your tenant wants a long-term guest.

#### Warnings & Termination Notices

<b>Form Number</b>	<b>Form Name</b>	<b>Uses</b>
<b>34, 35</b>	Parking Violation, Warning Ntc/Non-Compliance Fees - <b>NEW 2016</b>	Notice of a parking violation and warning for other prohibited behavior.
<b>5</b>	30/60/90 Day Notice of Termination - <b>NEW 2016</b>	A “no-cause” notice the tenancy is being terminated. NOTE: long-term tenants (over 1 year) must be given 60 days notice.
<b>38</b>	Notice of Termination With Cause - <b>NEW 2016</b>	A generic “with cause” 30-day notice. Others are faster, but they require specific situations.
<b>7</b>	Repeat Violation Notice Termination Notice	Use when violations are repeated.
<b>6</b>	Pet Violation Notice	Use for un-allowed pets.
<b>4</b>	72-Hour Notice	Strong warning when the rent is late. Can lead to eviction process.
<b>8</b>	Notice for Harm or Substantial Damage	Use when the behavior is especially bad.

#### After the Tenancy Ends

Form Number	Form Name	Uses
12	Deposit Accounting - <b>NEW</b> <b>2016</b>	The “whys” and “how much” when you are not returning all of the security deposit.
25	Abandoned Property	Notification, if the tenant left belongings behind.
49, 50	Accounting Letter, Promissory/Installment Note	Tools for helping to collect what you are owed when a tenant leaves.