

Revised 5/11/2017

**CITY OF AVALON
FINANCE DEPARTMENT
P.O.BOX 707
AVALON, CA 90704**



INSERT
TENANT NAME & PROPERTY ADDRESS

CHECK REPORTING MONTH

JANUARY 2017	APRIL 2017	JULY 2017	OCTOBER 2017
FEBRUARY 2017	MAY 2017	AUGUST 2017	NOVEMBER 2017
MARCH 2017	JUNE 2017	SEPTEMBER 2017	DECEMBER 2017

1. SQUARE FEET RENTED PER LEASE AGREEMENT: _____ sqft.

2. RENTAL RATE PER SQUARE FOOT \$ _____

3. RENT DUE (Line 1 x Line 2) \$ _____

4. PENALTY AND INTEREST FOR LATE PAYMENT (if applicable):

PENALTY - 10% (Line 1 x 10%) \$ _____

INTEREST 1/2 OF 1% (.005%) \$ _____

LATE PAYMENT: If payment is not received at City Hall by the 1st day of the month, add a 10% penalty, plus interest at the rate of 1/2 of 1% (.005%) per month or portion thereof, from the date the rent becomes delinquent.

5. **TOTAL AMOUNT DUE AND PAYABLE** (Line 3 + Line 4) \$ _____

*******Make Check Payable to City of Avalon*******

****All calculations must be calculated to the penny, not rounded to the nearest dollar****

I declare under penalty of perjury that I am authorized to make this statement, and that to the best of my knowledge and belief it is a true, correct and complete statement made in good faith for the period stated, and in compliance with my lease agreement with the City of Avalon.

Signature of Tenant or Agent: _____

Date Report/Payment Submitted: _____

Please provide email address for future correspondence: