

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



PLEASE INSERT
TENANT NAME & PROPERTY ADDRESS

Three horizontal lines for tenant name and address.

CHECK REPORTING MONTH

Table with 4 columns: JANUARY 2022, APRIL 2022, JULY 2022, OCTOBER 2022; FEBRUARY 2022, MAY 2022, AUGUST 2022, NOVEMBER 2022; MARCH 2022, JUNE 2022, SEPTEMBER 2022, DECEMBER 2022.

BEGINNING RECEIPT NUMBER: \_\_\_\_\_

ENDING RECEIPT NUMBER: \_\_\_\_\_

ADDITIONAL REVENUE OUTSIDE RECEIPT SYSTEM \_\_\_\_\_

1. PERCENTAGE OF TOTAL SALES BASIS:

Gross Receipts: \$ \_\_\_\_\_ X \_\_\_\_\_ % = \$ \_\_\_\_\_
(Enter Percentage)

2. CALCULATION ON SQUARE FOOTAGE:

Table with 4 columns: Description, Square Feet per Lease Agreement, Rental Rate per Square Foot, and Total. Rows include Interior, Exterior, and Other.

3. RENT DUE (insert Greater Amount from Line 1 or Line 2 a/b/c total): \$ \_\_\_\_\_

4. CPI % \$ \_\_\_\_\_

5. PENALTY FOR LATE PAYMENT (if applicable):
PENALTY - 10% (Line 3 x 10%) \$ \_\_\_\_\_
INTEREST - 1/2 OF 1% (Line 3 X .005) \$ \_\_\_\_\_

LATE PAYMENT: If payment is not received at City Hall by the last day of the following 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 became due.

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: \_\_\_\_\_