

Revised 3/1/2016

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



INSERT
TENANT NAME & PROPERTY ADDRESS

CIRCLE REPORTING MONTH

JANUARY 2016	APRIL 2016	JULY 2016	OCTOBER 2016
FEBRUARY 2016	MAY 2016	AUGUST 2016	NOVEMBER 2016
MARCH 2016	JUNE 2016	SEPTEMBER 2016	DECEMBER 2016

1. PERCENTAGE OF TOTAL SALES BASIS:

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

2. CALCULATION ON SQUARE FOOTAGE:

	<u>Square Feet per Lease Agreement</u>		<u>Rental Rate per Square Foot</u>	
a.) Interior	_____	X	\$ _____	= \$ _____
b.) Exterior	_____	X	\$ _____	= \$ _____
c.) Other	_____	X	\$ _____	= \$ _____

3. RENT DUE (insert Greater Amount from Line 1 or Line 2) \$ _____

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

PENALTY - 10% (Line 3 x 10%) \$ _____

INTEREST 1/2 OF 1% (.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: