

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



*INSERT  
TENANT NAME & PROPERTY ADDRESS*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIRCLE REPORTING MONTH**

<b>JANUARY 2015</b>	<b>APRIL 2015</b>	<b>JULY 2015</b>	<b>OCTOBER 2015</b>
<b>FEBRUARY 2015</b>	<b>MAY 2015</b>	<b>AUGUST 2015</b>	<b>NOVEMBER 2015</b>
<b>MARCH 2015</b>	<b>JUNE 2015</b>	<b>SEPTEMBER 2015</b>	<b>DECEMBER 2015</b>

**1. PERCENTAGE OF TOTAL SALES BASIS:**

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

**2. CALCULATION ON SQUARE FOOTAGE:**

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

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

**4. 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: \_\_\_\_\_