



Regional Job Club Planner Event Day # _____

Region/County Team:	
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Hub/Destination Community:	
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Date:	
Theme:	

Start/finish times:	
---------------------	--

Schedule of events for the day (add to table for schedule):

NOTES:

List Speaker/business/contact information:

Speaker	Business	Contact Information

Work Site Visit Information:

Name:
Address:
Contact Name/info:
Arrive/Depart:

Name:
Address:
Contact Name/info:
Arrive/Depart:

Please copy/paste links to any maps or directions for drivers below:



Rental Application

Applicant information

Name: First	Middle	Last	Birth date	Social security #

Email address:	Home phone	Cell phone	Driver's license #	

All other occupants (under 18):	Birth date	Relationship to applicant		

Rental history

Current residence

Address	City	State	ZIP

Monthly rent	Dates of residency (From/To)	Reason for moving	

Owner/Manager's name	Phone number		

Previous residence

Address	City	State	ZIP

Monthly rent	Dates of residency (From/To)	Reason for moving	

Owner/Manager's name	Phone number		

Employment history

Current employer

Occupation	_____		
Employer address	Employer's phone	Dates of employment	

Name of supervisor	Monthly pay		

Previous employer

Occupation	_____		
Employer address	Employer's phone	Dates of employment	

Name of supervisor	Monthly pay		

Credit history

	Bank/Institution	Balance on deposit or Balance owed
Checking account	_____	
Savings account	_____	
Credit card	_____	
Auto loan	_____	
Additional debt:	_____	



References

Name	Phone Number	Relationship
_____	_____	_____
_____	_____	_____

General information

Have you ever been late or delinquent on rent? Yes No

Have you ever been party to a lawsuit? Yes No

Do you smoke? Yes No

Do you have any pets? Yes No

If yes, list type, breed, weight, and age. _____

If yes to any of the above, please explain why.

Why are you moving from your current address?

Is there anything negative in your credit or background check you want to comment on?

Rental application fee: \$ _____ Paid

Additional questions:

Agreement & Authorization

By signing this application, I verify that the statements in this application are true and correct. I authorize the use of the information and contacts provided to complete a credit, reference, and/or background check. I understand that false or lack of information may result in the rejection of this application.

Signature of applicant: _____ Date: _____



Rental Move-In and Move-Out Checklist

Instructions: Tenant(s) should complete this checklist just prior to or within 24 hours of moving in. The tenant(s) and landlord or property manager should review the property, then complete, and sign this checklist as a mutual agreement on the condition of the property upon move-in. Each party keeps a signed copy of the checklist. The tenant(s) and landlord or property manager should examine this checklist during the pre-move-out inspection and again after move-out to determine if any portion of the security deposit will be deducted for cleaning or repairs.

Tenant Name(s) :

Address & Apt. No :

City :

State :

Zip :

Move-In Date :

Inspection Date :

Time :

By :

Unless otherwise noted, the premises are in clean, good working order and undamaged. Use the key below.

Key & Abbreviations :

NC Needs Cleaning

NSC Needs Spot Cleaning

NP Needs Painting

NSP Needs Spot Painting

NR Needs Repair

RP Needs Replacing

LIVING ROOM

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Light fixtures			
Outlets/switches			
Lightbulbs			

Comments :



ENTRY/HALL

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Light fixtures			
Outlets/switches			
Closet			
Stairs			

Comments :

BEDROOM #1

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Closet			
Light fixtures			
Outlets/switches			
Lightbulbs			

Comments :

BEDROOM #2

	Move-in	Move-out	Cost

Comments :



KITCHEN

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Cabinets			
Drawers			
Sink/plumbing			
Counters			
Fan			
Light fixtures			
Lightbulbs			
DISHWASHER			
Interior/parts			
Exterior			
Controls			
REFRIGERATOR			
Interior/parts			
Exterior			
Lights			
STOVE/OVEN			
Exterior			
Burners			
Vent			
Timer/controls			
Surface			
Light			
Racks			
Drip pan			

Comments :



DINING ROOM

	Move-in	Move-out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Shades/blinds			
Light fixtures			
Outlets/switches			

Comments :

MECHANICAL

	Move-in	Move-out	Cost
Water heater			
Smoke detector			
Thermostat			
Heating			
A/C			

Comments :

OTHER

	Move-in	Move-out	Cost
Parking area			
Lawn/Garden			
Patio/Deck			
Washer/Dryer			

Comments :

TOTAL COST OF DAMAGES: \$ _____.



Rental Move-In and Move-Out Checklist

I/we, _____ (tenants), understand that unless otherwise noted, all damages are under the tenant's responsibility and will be deducted from the security deposit upon move-out.

Videos and/or photographs have been taken of the unit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, the original copies are in the possession of the	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant

MOVE-IN INSPECTION


<i>Landlord/Agent Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____

MOVE-OUT INSPECTION

<i>Landlord/Agent Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____
<i>Tenant Signature</i>	<i>Date</i>
_____	_____

Tenant's Forwarding Address:

OTEC sample bill
 Hover your mouse over each letter to view the description of the bill item.



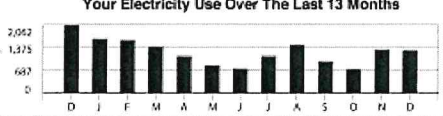
Oregon Trail Electric Cooperative

www.otecc.com

D	Service Date 9/16/17 to 10/15/17	Member Sep 999-001	Member Name JOE SAMPLE	Service Address 1234 SAMPLE STREET	Statement Date 11/01/17				
	Service Description	Meter Number	Rate	Meter Readings Previous Present	Billing Days	Read Type	Multi	KWH Usage	Amount
	Residential	99999999	13	63700 65000	29	Utility Read	1	1300	
	Previous Balance								\$116.03
	Payment Received 9/23/17 - Thank You!								-116.03
F	Monthly Delivery Charge								29.50
	Residential Rate								1300 kWh X 0.070520 G
	Power - Cost Adjustment								1300 kWh X -0.002550
Q	Franchise Tax								0.00
	Total Current Charges H								117.86
	I				J				
	PAYMENT DUE DATE			12/01/17		TOTAL AMOUNT DUE		\$117.86	

K

Your Electricity Use Over The Last 13 Months




Comparisons	Days Service	Total KWH	Avg KWH/Day	Cost/Day
Current Billing	29	1300	45	4.06
Previous Billing	32	1332	42	3.63
Last Year	32	2062	64	5.05

L

PREPAYMENT SERVICES ARE NOW AVAILABLE TO HELP YOU LOWER YOUR ELECTRIC BILL. GIVE OUR OFFICE A CALL TODAY TO LEARN MORE.

M

Notice: A 1.5% per month late charge will be added to the previous balance.
 The "Previous Balance" is subject to disconnection prior to the "Due Date" shown above.
PLEASE DETACH AND RETURN BOTTOM PORTION IF PAYING BY MAIL. MAKE CHECKS PAYABLE TO "OTEC".



Oregon Trail Electric Cooperative
 FOR RETURNED MAIL ONLY
 PO Box 226
 Baker City OR 97814-0226
 Address Service Requested

P

Member Sep	999-001	Cycle	777
Payment Due Date	12/01/17		
Current Bill Amount	\$117.86		
Previous Balance	\$0.00		
Total Amount Due	\$117.86		
Amount Paid			

N

O

OREGON TRAIL ELECTRIC COOPERATIVE
 DEPARTMENT 1340
 PO BOX 2153
 BIRMINGHAM AL 35287-1340

01067 00000861001 6 000000000 000011723 000011898 8

Winter tips to avoid surprises on your monthly bill.

- Set your thermostat at 68 degrees when you are home during the day and reduce it a few degrees at night when sleeping or when you are away. Setting your thermostat just 3 degrees lower can reduce your bill by about 10 percent.
- Only use space heaters to heat a single occupied room and make sure to turn down the temperature setting on your furnace when using a space heater. If you're not using a space heater for "zone heating," it can actually increase your electrical usage.
- Restrict the use of your wood fireplace in extremely cold weather. Fireplaces can rob your home of heat provided by your heating system, which reduces your comfort and increases your energy costs.
- Keep fireplace dampers closed when you're not using the fireplace. A chimney with the damper open can draw off as much as 25 percent of the heated air in your house. Safely block off unused fireplaces when possible.
- Keep cold outside and your heat inside by caulking and weather stripping around windows and doors. If you see cracks or light or feel a draft, make repairs where needed.
- Open curtains on south-facing windows to let in natural sunlight to warm your home. Keep window coverings closed in rooms that receive no direct sunlight to insulate from cold window drafts. At night, close all window coverings to retain heat.
- Make your water heater more efficient by removing sediment and mineral deposits that build up inside. Just draw a pail or two of water from the drain at the bottom of your water heater once every three months.
- Set your hot water tank temperature to 120°F. Extremely hot water can lead to higher energy costs and even scalding accidents. Generally, residential water heaters should not exceed 140°F or be below 120°F.
- Check the condition of your hot tub cover for escaping steam. Insulation blankets help keep the tub toasty for your use.
- Make sure insulation in your crawl space has not dropped from the floor above, that duct work in unconditioned parts of your home is sealed and insulated, and that water pipes are insulated and freeze protected.



It's heating season
Learn how winter impacts your energy bill.



For more winter energy savings tips, visit myavista.com/restips. You can also learn about Avista's energy efficiency rebates available in your state at myavista.com/getrebates.

Online tools to help you understand your usage

- Login to myavista.com (mobile friendly) and access tools to help you understand your current bill, as well as past use. You can compare this year's use to last year's, including temperature information, or look at details of past use. Take a tour today and see:
- Energy Insights: gives you a visual comparison of your usage with average temperatures, as well as other tools to compare your bills.
 - Usage History: details about your usage, including number of billing days and average daily cost.
 - Bill and Usage Insights: tips on ways to save, as well as details about factors affecting your bill.



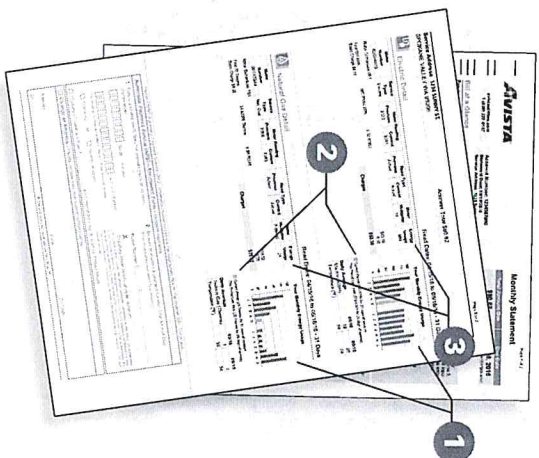
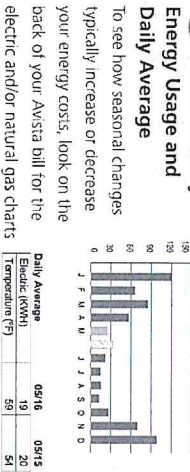
PO BOX 3727
Spokane, WA 99220-3727



Did you know your energy bill is typically lowest in spring and fall?

During the mild temperature of spring and fall, many of us don't use heating or air conditioning very often, so our energy bills may be lower. But with the arrival of sustained colder temperatures in winter, heating systems run more frequently and for longer periods of time. So you can generally expect to see your energy bills start increasing in October and peaking in January or February. That's important to know given that the cost of heating your home can make up 40% to 60% of your monthly winter Avista bill. There are many factors that can contribute to a winter bill higher than you might expect. Looking at the following items on your bill can provide more information on how winter impacts your bill.

1 Your Monthly Energy Usage and Daily Average



What factors besides weather can impact your Avista bill?

2 Billing Cycle

Your monthly bill is also affected by the number of days in your billing cycle, which can vary month-to-month from 27 to 35 days. The variation is caused by different factors, including the actual number of days in a month, when weekends and

Current Period (25 Days for 31 days of service)
This Period Last Year (22 Days for 29 days of service)

holidays fall, and whether the meter reader was able to access your meter (e.g., buried in snow). To compare the number of days in your current billing cycle with the same period last year, look for the icons **underneath** the billing chart entitled "Your Monthly Energy Usage." If your current month's bill has more days in the billing cycle than the same month last year, your bill can be higher.

3 Energy Usage

Your energy usage is another important factor in determining the amount of your monthly energy bill. Only a few days of extremely cold temperatures can cause your bill to be higher because your heating system can run more frequently and for longer periods of time.

To see your energy usage for the month, look on the back of your bill for the charts labeled "Electric Detail" and/or "Natural Gas Detail." At the top of each chart is a box labeled "Energy Usage" that lists the number of kilowatt hours or therms you used. This number is used to calculate your energy bill and is added to the "Basic Charge" fee charged to all customers.

Higher Average Rate per Kilowatt-Hour

Avista's residential electricity rates increase as you use more. In Washington, the lowest rate is for the first 800 kWh of usage in a billing cycle, and the highest rate

for all usage over 1,500 kWh in a billing cycle. In Idaho Avista charges the lowest rate for the first 600 kWh of usage in a billing cycle, and all other usage in a billing cycle at a higher rate. So, making smart energy choices during the coldest winter weather months can help to limit the amount of your usage that will be priced at the higher rates. Please check the "Electric Detail" section on the back of your bill to see how much of your energy usage is in the various electricity usage levels.

Customer Rate Change

Your monthly bill can also be impacted by a change in customer rates, which is regulated and must be approved by the public utility commission in your state. If the rate decreases or increases during a billing cycle, it will be shown on the back of your bill in the "Electric Detail" or "Natural Gas Detail" section. Your usage will be prorated by the number of days in the billing cycle, separating

those at the previous rate from those at the new rate. Managing energy use can help offset the impact of a rate increase. Avista offers energy-efficiency rebates and energy-saving tips to help maximize your energy savings at myavista.com/getrebates.

Electric Usage	Electric Rate	Gas Usage	Gas Rate
0-800 kWh	\$0.0830/kWh	0-50 therms	\$5.0755/therm
801-1,500 kWh	\$0.1177/kWh	51-100 therms	\$5.09775/therm
Over 1,500 kWh	\$0.158823/kWh	Over 100 therms	\$5.10877/therm
	Basic Charge \$8.50		

What are other common causes of higher winter bills?

Winter Holidays

Your monthly bill can also be impacted by winter holidays. Having additional family and friends visiting can mean more cooking, showers, laundry and dishes, all of which use more energy. School vacations can also mean your home is kept warmer and lighted throughout more of the day, and the kids are using and charging more electronics. If you're traveling over the holidays, turn down your thermostat and water heater and shut off lights before leaving, or you'll waste energy while you're not there.

Forgotten Items

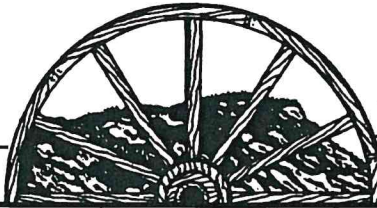
Your monthly bill might be higher because of things you only do in cold weather—like keeping your hot tub warmer or heating up a workshop. Did you add space when remodeling your home or bought a new larger refrigerator or power hungry electronics like a big screen TV? If your water heater or home heating equipment is not operating properly, that can also contribute to unexpected higher energy use.

Energy Assistance

Sometimes people need a little extra help. That's why we offer programs to our customers through partnerships with local community action agencies when a helping hand is needed. To learn more about Avista's programs and to find your local community action agency which may be able to help with energy assistance grants, visit myavista.com.

There, you can also learn about Avista's Energy Outreach program that may be happening in your community.

If you have additional questions, we're glad to talk with you about your specific situation. You can reach our contact center at (800) 227-9187 or send us an email at ask@myavista.com.

**BILLING INFORMATION*****SIGN ON or OFF
and
SERVICE FEE***

All **Turn on** requests can be submitted in person at Water Office located at 1000 Adams Avenue or by obtaining a form by calling 541-962-1313. **Turn off** requests can be requested by phone or by filling out the form obtained from the water office as mentioned above. On/off requests are also available online at www.cityoflagrande.org. Completed on/off requests may be faxed to 541-962-1322, e-mailed to water@cityoflagrande.org or mailed. All new accounts will be assessed a **\$19.00 non-refundable service fee** which will be billed on customer's first billing.

***FINANCIAL
ASSISTANCE***

Financial assistance to provide relief on water and sewer bills is available to citizens and families who meets the guidelines set by the Annual Federal Poverty Guidelines.

BILLING PERIOD

Our billing period runs from the 18th through the 17th of each month and mailed the latter part of each month. New billings and closing bills are prorated and billed for the time period customer is signed on for.

PAYMENTS

Water/sewer payments are due approximately the 15th of the following month. Payments will be accepted by:

- *Automatic withdrawal from checking or savings (**H2O Easy Pay**). Payment will be deducted from customers account on due date of bill.*
- *Mail to: City of La Grande Water Office
PO Box 670, La Grande, OR 97850*
- *Visa, MasterCard, checks and cash are accepted in person at the City Water Office, 1000 Adams Avenue, La Grande, OR 97850.*
- *Pay online at <http://cityoflagrande.merchantransact.com>*

DROP BOXES

Payments made by check may be dropped in our outside drop box located in City Hall parking lot at any time. Payments are also accepted inside City Hall in the drop box located next to the Water Office window during business hours.

***RETURNED
CHECKS***

Checks returned for any reason to the City of La Grande will be assessed a **\$35.00** fee.

***DELINQUENT
AND LATE FEES***

Payments must reach the Water Office no later than **5:00 pm** on the due date shown on current bill to avoid a late fee of **\$5.00**. Also, customers receiving a delinquent notice will be assessed a delinquent fee of **\$41.00** if not paid by **5:00 pm** on due date shown on delinquent notice and disruption of service for non-payment.

***PLUMBING
REPAIRS***

If you need to make repairs to your plumbing, water can be turned off at the meter for no charge during business hours. In the event of a leak, a leak adjustment can possibly be credited to water/sewer account once leak has been repaired. An adjustment can only be given after proof of repairs is submitted with a completed leak adjustment form. Please call 541-962-1313 for assistance.

WATER/SEWER SERVICE **CITY OF LA GRANDE**
REQUEST **1000 ADAMS AVE.**
WWW.CITYOFLAGRANDE.ORG **PO BOX 670**
 LA GRANDE, OR 97850
FAX - 541-962-1322 **PH - 541-962-1313**

Account # _____

ID # _____

MXU # _____

OFFICE USE ONLY

Date _____

DL# _____

Home # _____

Work # _____

Owner Yes No

Meter Reading _____
Office Use Only

I hereby request the water meter be (check one) turned on turned off read only - office use only

at _____ on _____
SERVICE ADDRESS EFFECTIVE DATE

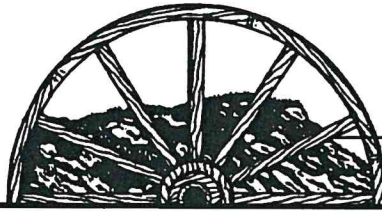
I understand only authorized City personnel can turn this meter on or off. Anyone turning meter on or off will be charged a \$50.00 penalty. The City of La Grande is not liable for any damages occurring to my property by reason of water leaks or damaged pipes. I agree a non-refundable connect fee will be billed on first billing. Checks returned for any reason will be assessed a \$35.00 fee.

APPLICANTS NAME APPLICANTS SIGNATURE

MAILING ADDRESS PER PHONE REQUEST - (OFFS ONLY) office use only

PHOTO ID REQUIRED

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

FINANCIAL ASSISTANCE APPLICATION

1. *First Name* _____ *Last Name* _____

2. *First Name* _____ *Last Name* _____

Service Address _____ *Phone* _____

Mailing Address _____ *Work* _____

Date of Birth _____ *Number in Family* _____ *Age of Dependents* _____

Gross Montly Income _____

(Please provide W2, Federal/State Income Tax Return, SSI, Disability, Unemployment, VA or Pension benefit statements or OR Health Plan Coverage.)

I authorize the City to make any necessary inquiries for determination of eligibility for this assistance.

Under the penalties for false swearing, I declare that I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Should an investigation disclose any untruthful or misleading answers, denial of application may result. Applicant must notify City of any changes of income. Applicant must reapply each calendar year for assistance.

Signature

Date

Signature

Date

FAMILY SIZE	GROSS YEARLY INCOME
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
Over 6 add per child	\$ 4,320

2018 Federal Poverty Guidelines

