PROPERTY NOTICE PREPARATION WORKSHEET

Internal worksheet – do not serve on the resident.

Property jurisdiction: Salem, OR. Prepared for Casey Example on October 8, 2026.

Intended next step: Review whether the conduct is an actionable, curable breach and identify the correct notice to give an opportunity to correct it.

Incident record

Reported occurrence from October 6, 2026 through October 6, 2026. Time or frequency: 8 p.m. to 8:15 p.m. on one occasion.

One reported incident of music heard near the property. Its source has not been confirmed.

Reported location: 29 Pine Street.

Before preparing or serving a formal notice

Confirm who has authority, the premises and occupants, residential or commercial status, the precise lease ground, whether the breach can be corrected, lawful service, and any local, subsidized-housing or other protection. Keep the original evidence and distinguish personal observations from reports. Check for any accommodation obligations before deciding on enforcement. No service, cure deadline, termination or possession demand has been made by producing this worksheet.

Other property jurisdictions. Locate the applicable state court's landlord–tenant instructions and the rules of the city or county where the property is situated. Determine the required notice, content, recipient, delivery and time under the governing law before drafting anything to serve.

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