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CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

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**SDC EXEMPTION – RENTAL  
ASSET MANAGEMENT CONTACT LIST**

**Please submit completed form to the SDC Administrator prior to receiving your SDC Exemptions.**

Date: \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Tax ID: \_\_\_\_\_

Project Type:

Rehabilitation

New Construction

Permit #: \_\_\_\_\_

Est. Date to Pull Permits: \_\_\_\_\_

Est. Time of Completion: \_\_\_\_\_

Number of Residential Units: \_\_\_\_

Number of Units Receiving Exemptions: \_\_\_\_

Number of Buildings: \_\_\_\_

Number of Levels: \_\_\_\_

Mixed Use Development:  Yes  No

*If applying for exemptions for less than the whole project, please identify which units:*

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**Owner Information:**

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Management Information:**

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The PHB Asset Management Department will be in contact with the Owner and/or Property Manager prior to completion of construction to ensure proper screening and qualification of tenants prior to lease up. Please review the PHB Asset Management Guidelines and also notify the Asset Manager if any of the above information changes.

Reference: SDC# \_\_\_\_\_