



**Portland
Housing
Bureau**

**Application for Determination of Eligibility
Single Family New Construction
Limited Tax Exemption**

Application must be received **prior to permit issuance**. "...Any owner desiring to apply for an exemption under the terms of this Chapter shall submit an application to the Portland Housing Bureau no later than the December 31st **preceding** the tax year in which the exemption first applies ...".(Portland City Code, Chapter 3.102.020(A)).

I. PROPERTY INFORMATION

Property Address (number/street/zip)

Property Tax Account Number Legal Description:

R

Lot Block Addition

Single Family? Condominium? Number of Bedrooms Permit Number

Yes No Yes No

II. APPLICANT INFORMATION

Applicant Name as appears on Title (include Jr. or Sr. if applicable)

Co-Applicant Name or Name of Person signing on behalf of the Title Holding Entity (include Jr. or Sr. if applicable)

Phone: Cell Phone: Fax: E-mail:

Applicant Full Address (including zip code)

III. ACKNOWLEDGEMENT AND CERTIFICATION

Acknowledgement: Read carefully and sign below. Acknowledgement of these provisions is required by Portland City Code 3.102.020. **Applications without signature are not valid.** I/We, the undersigned Applicant(s) acknowledge:

- a) Applicant is aware of all requirements of the limited exemption imposed by Portland City Code Chapter 3.102;
- b) I/We further certify that the subject property qualifies as an eligible property as outlined in Portland City Code 3.102.
- c) Applicant's property upon completion of new construction, may qualify for limited assessment;
- d) Applicant acknowledges final approval of the Limited Tax Exemption Program depends on the following:
 - o the structure is a newly constructed single-unit residence, it must be sold under the price limit for this program, the initial occupant purchasing the structure must qualify for the exemption by meeting all criteria of the program including having an annual gross household income not greater than one hundred percent of the area median income for a family of four as determined annually for the Portland Metropolitan Area by the United States Department of Housing and Urban Development and adjusted upward for a household of more than four persons. For the purposes of this program, household income shall be the annual gross income of the deed holder(s) who will occupy the eligible property;
 - o The structure, once sold, must remain owner-occupied as the principal residence of the household receiving the property tax exemption to maintain the ten year period of the limited assessment;
 - o In order to maintain the exemption during the ten-year period of the limited assessment, subsequent buyers of the structure will have an annual gross household income not greater than one hundred percent of the area median income for a family of four for the Portland Metropolitan Area by the United States Department of Housing and Urban Development as adjusted upward for a household of more than four persons; and
- e) Applicant acknowledges responsibility for compliance with the Code of the City of Portland regardless of whether the Applicant obtains the assessment provided by this Chapter.

Certification: I/we certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that my intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties and liability for monetary damages to the PHB, its agents, successors and assigns and/or in revocation of tax exemption status and penalties including but not limited to reimbursement of exemption amount and penalties. I further certify that the property I've made application for qualifies as an eligible property.

Approval of this Application for Determination of Eligibility DOES NOT constitute final qualification for the Limited Tax Exemption Program. This document indicates only that property has meet eligibility criteria for the program. Construction must be completed; Application for Certificate of Qualification, all appropriate documents and fees must be submitted to and approved by the Portland Housing Bureau before final program approval is granted.

Please submit to PHB the ADE application fee of \$150.00 per unit along with this application. This fee is non-refundable.

Applicant _____ Date _____

Co-Applicant _____ Date _____

**Limited Tax Exemption Program
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