

Relocation Exemption Application (REA) Acknowledgement Letter
PHB Review of Exemption from the payment of Relocation Assistance under Portland City Code
30.01.085.G

Date Issued: mm/dd/yy

Applicant (Landlord/Owner): NAME
Property Requested for Exemption: ADDRESS

Application Tracking Number: NUMBER

The Applicant applied for the following exemption from the payment of Relocation Assistance in accordance with PCC 30.01.085 for the Dwelling Unit listed above:

Exemption
<input type="checkbox"/> Tenants that occupy one Dwelling Unit in a Duplex where the Landlord's principal residence is the second Dwelling Unit in the same Duplex
<input type="checkbox"/> Tenants that occupy an Accessory Dwelling Unit that is subject to the Act in the City of Portland so long as the owner of the Accessory Dwelling Unit lives on the site
<input type="checkbox"/> A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence of not more than 3 years
<input type="checkbox"/> A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence due to active duty military service
<input type="checkbox"/> A Dwelling Unit where the Landlord is terminating the Rental Agreement in order for an immediate family member to occupy the Dwelling Unit;
<input type="checkbox"/> A Dwelling Unit rented for less than 6 months with appropriate verification of the submission of a demolition permit prior to the Tenant renting the Dwelling Unit.
<input type="checkbox"/> A Dwelling Unit where the Landlord has provided a fixed term tenancy and notified the Tenant prior to occupancy, of the Landlord's intent to sell or permanently convert the Dwelling Unit to a use other than as a Dwelling Unit subject to the Act



To use this exemption the Applicant must share this acknowledgement letter with the Tenant of the Dwelling Unit listed above before:

- a. Issuing an Increase Notice;
- b. Issuing a Termination Notice;
- c. Declining to renew or replace an expiring Rental Agreement; or
- d. Declining to renew or replace an expiring Rental Agreement on substantially the same terms except for the amount of Rent or Associated Housing Costs.

Authorizing Signature: _____

Authorizing Name: _____



**Portland
Housing Bureau**

Mayor Ted Wheeler • Interim Director Shannon Callahan

Portland Housing Bureau: 421 SW 6th Ave, Suite 500, Portland, OR 97204

Helpline: 503-823-1303 | RentalServices@portlandoregon.gov

www.portlandoregon.gov/PHB/RSO

Notice to Tenant

Your Landlord is exempt from paying Relocation Assistance due to the following exemption: _____. This exemption stipulates: _____. This means you will not receive Relocation Assistance if your Landlord:

- a. Issues you an Increase Notice;
- b. Issues you Termination Notice;
- c. Declines to renew or replace an expiring Rental Agreement; or
- d. Declines to renew or replace an expiring Rental Agreement on substantially the same terms except for the amount of Rent or Associated Housing Costs.

Your Landlord is required to file a Relocation Exemption Application (REA) form with the City and to serve you with a copy of this Acknowledgement Letter before:

- Issuing an Increase Notice;
- Issuing a Termination Notice;
- Declining to renew or replace an expiring Rental Agreement; or
- Declining to renew or replace an expiring Rental Agreement on substantially the same terms except for the amount of Rent or Associated Housing Costs.

A Landlord that fails to comply with any of the requirements set forth in PCC 30.01.085 shall be liable to the Tenant for an amount up to 3 times the monthly Rent as well as actual damages, Relocation Assistance, reasonable attorney fees and costs.

If you have questions about Relocation Assistance or would like to learn more about your **Tenant rights and responsibilities** please visit the PHB website at: <https://www.portlandoregon.gov/phb/RSO>.

Disclaimer: The receipt and acknowledgement of claimed exemptions by the Portland Housing Bureau or the Office of Rental Services does not constitute verification that the Dwelling Unit, or the Applicant, is in compliance with other applicable federal state and local laws.)

PHB staff can assist with Relocation Assistance questions **Monday, Wednesday, and Friday** from **9-11 am**, and **12-4 pm**. To receive assistance with your application, call, or visit the PHB during those times. Complete Applications with required supporting documentation can be submitted at any time via mail, webform, email, or in person.

Portland Housing Bureau
421 SW 6th Ave, Suite 500
Portland, OR 97204
(503) 823-1303

RentalServices@portlandoregon.gov



**Portland
Housing Bureau**
Mayor Ted Wheeler • Interim Director Shannon Callahan

Portland Housing Bureau: 421 SW 6th Ave, Suite 500, Portland, OR 97204
Helpline: 503-823-1303 | RentalServices@portlandoregon.gov
www.portlandoregon.gov/PHB/RSO

Notice of Relocation Payment Form

A Landlord must provide notice to the Portland Housing Bureau of all payments of Relocation Assistance within 30 days of making such payment to a Tenant in accordance with Portland City Code 30.01.085.E.

Directions: Please complete prompts 1-4 of this form. PHB staff can assist with Relocation Assistance questions *Monday, Wednesday, and Friday* from 9-11 am, and 1-4 pm. To receive assistance with your application, call, or visit the PHB during those times. Complete Applications with required supporting documentation can be submitted at any time via mail, webform, email, or in person.

1. Please provide information on the Dwelling Unit for which you paid Relocation Assistance to a Tenant:

<i>Rental Dwelling Unit Information</i>				
Street Address:		Apartment/Unit#:		
City:		State:		ZIP:

2. Please provide information on the party making the Relocation Assistance payment:

<i>Applicant Information (will be point of contact)</i>				
Applicant Name:				
Select One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Property Manager	<input type="checkbox"/> Both	
Street Address:		Apartment/Unit#:		
City:		State:		ZIP:
Mailing Address:		Apartment/Unit#:		
City:		State:		ZIP:
Primary Phone:		Email:		

3. Please provide information on the ownership structure for the Dwelling Unit for which you paid Relocation Assistance to a Tenant:

<i>Ownership Information</i>	
Select One:	<input type="checkbox"/> Owned by a natural person <input type="checkbox"/> Owned by a business entity Please indicate what type and name of entity Type (example- LLC): _____ Name: _____



4. Please provide the basis on which you made the Relocation Assistance Payment:

<i>Payment Trigger</i>			
Select One:	<input type="checkbox"/> No Cause Eviction	<input type="checkbox"/> Rent Increase of 10% or More	<input type="checkbox"/> Decline to renew or replace an expiring Rental Agreement on substantially the same terms

5. Please provide the bedroom count of the unit:

<i>Unit Size</i>				
Select One:	<input type="checkbox"/> Studio or SRO	<input type="checkbox"/> One-Bedroom	<input type="checkbox"/> Two-Bedroom	<input type="checkbox"/> Three-Bedroom or larger

Disclaimer: The receipt and acknowledgement of claimed exemptions by the Portland Housing Bureau or the Office of Rental Services does not constitute verification that the Dwelling Unit, or the Applicant, is in compliance with other applicable federal state and local laws.

Applications will be processed through Housing Bureau. PHB staff can assist with Relocation Assistance questions **Monday, Wednesday, and Friday** from **9-11 am**, and **1-4 pm**. To receive assistance with your application, call, or visit the PHB during those times. Complete Applications with required supporting documentation can be submitted at any time via mail, webform, email, or in person.

Portland Housing Bureau
 421 SW 6th Ave, Suite 500
 Portland, OR 97204
 (503) 823-1303
RentalServices@portlandoregon.gov

Form Certification

I hereby certify that the above information, to the best of my knowledge, is true and complete. I understand that I must inform the Portland Housing Bureau immediately and in writing of any changes. I understand that a Landlord that fails to comply with any of the requirements set forth in PCC 30.01.085 shall be liable to the Tenant for an amount up to 3 times the monthly Rent as well as actual damages, Relocation Assistance, reasonable attorney fees and costs.

Applicant Name (please print): _____

Applicant Signature: _____ Date: _____



City of Portland - Renter Protection Ordinances

Presented by:

Andrew Hahs

Bittner & Hahs, PC

4949 SW Meadows Road, Suite 260

Lake Oswego, OR 97035

www.bittner-hahs.com

503-228-5626



Renter Protections - 2015 Original

- Extended the time for rent increase notices
 - 90 days for Rent or Associated Housing Cost increases of 5% or more
- Extended the time for no-cause notices
 - 90 days
- No exemptions
- 2018 added a shortened 60 day time for termination notice if Dwelling Unit sold to a buyer that is required to take occupancy within 60-days as condition to buyer's federal mortgage financing (does not exempt from Relocation Assistance)

Relocation Assistance

- Requires landlords to pay relocation assistance to tenants when:
 - Landlord issues a “no-cause” termination notice or declines to renew a fixed term tenancy
 - Rent is increased by 10% or more in a 12 month period AND the tenant elects in writing to receive the relocation assistance

Amount of Relocation Assistance

- \$2,900 for a studio or single room occupancy
- \$3,300 for a one-bedroom
- \$4,200 for a two-bedroom
- \$4,500 for a three-bedroom or larger

- Amount of relocation assistance does not depend on the number of tenants

Exemptions

The relocation assistance portion of the ordinance does not apply to:

- Rental Agreements for week-to-week tenancies;
- Tenants that occupy the same Dwelling Unit as the Landlord;
- Tenants that occupy one Dwelling Unit in a Duplex where the Landlord's principal residence is the second Dwelling Unit in the same Duplex;

Exemptions

- Tenants that occupy an Accessory Dwelling Unit that is subject to the Act in the City of Portland so long as the owner of the Accessory Dwelling Unit lives on the site;
- A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence of not more than 3 years;
- A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence due to active duty military service;

Exemptions

- Dwelling Unit where the Landlord is terminating the Rental Agreement in order for an immediate family member to occupy the Dwelling Unit;
 - PHB imposed additional requirements:
 - Landlord agrees not to rent for one-year;
 - Landlord owns 4 or less dwelling units
- A Dwelling Unit regulated as affordable housing by a federal, state or local government for a period of at least 60 years;
- A Dwelling Unit that is subject to and in compliance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;

Exemptions

- A Dwelling Unit rendered uninhabitable not due to the action or inaction of a Landlord or Tenant;
- A Dwelling Unit rented for less than 6 months with appropriate verification of the submission of a demolition permit prior to the Tenant renting the Dwelling Unit.

Exemptions

- A Dwelling Unit where the Landlord has provided a **fixed term tenancy** and notified the Tenant **prior to occupancy**, of the Landlord's **intent to sell** or permanently convert the Dwelling Unit to a use other than as a Dwelling Unit subject to the Act.

Exemption Procedure

- Must apply with the Portland Housing Bureau for certain exemptions
- Use the Relocation Exemption Application Form (PHB)
- Apply online: www.portlandoregon.gov/phb/76352
- Relocation Exemption Application Acknowledgement Letter (Issued by PHB)

Exemption Letter

- If landlord has qualified for an exemption, landlord must provide tenant with a copy of the Acknowledgement Letter before:
 - Issuing an Increase Notice;
 - Issuing a Termination Notice;
 - Declining to renew or replace an expiring Rental Agreement;
or
 - Declining to renew or replace an expiring Rental Agreement on substantially the same terms except for the amount of Rent or Associated Housing Costs.

Termination

- Applies to any end of tenancy termination (without stated cause)
- Applies if the landlord declines to renew or replace an expiring lease
 - 2018 amendment removed “on substantially the same terms, except for the amount of Rent and Associated Housing Costs”
- Termination Notice must include notice of rights

Termination

- Relocation assistance must be paid not later than 45 days prior to the termination date

Issues - Terminations

- Renewal of fixed-term lease (less than 10% increase)
 - 2018 amendment removed the requirement that the offer must be on “substantially the same terms except for the amount of Rent or Associated Housing Costs”
 - Must the offer be for the same time period?
 - Must the offer include a MTM option?
 - If no MTM option in original rental agreement and the tenant declines the offer, must the landlord pay relocation assistance?
 - Can landlord withdraw a termination notice once issued to avoid payment?

Rent Increase

- Applies to any Rent increase notice indicating a Rent increase of 10% or more within a rolling 12 month period

AND

- The tenant provides a written notice within 45 days of receipt of the rent increase notice requesting that the Landlord pay the relocation assistance – NOT A TERMINATION NOTICE
- Relocation assistance must be paid within 31 days after receiving the tenants notice and must include written notice of the tenant's obligations to either move or repay (Use MFNW Form M171)
- Tenant then has 6 months after payment to either give a termination notice that they are going to move or repay the assistance and stay

Rent Increase

- No remedy provided if Tenant does not either move or repay.
- Be sure language included in rental agreement that Tenant must comply with all laws, this gives basis for a 30/14 termination notice if the tenant does not either repay or move

Issues- Rent Increase

- Calculation of increase in Rent and Associated Housing Costs
 - “Rent” means any payment to be made to the landlord under the rental agreement in exchange for the right of a tenant and any permitted pet to occupy a dwelling unit to the exclusion of others and to use the premises. “Rent” does not include security deposits, fees or utility or service charges.
 - “Associated Housing Costs” include the basic rent charge and any periodic or monthly fees for other services paid to the Landlord by the Tenant, but do not include utility charges that are based on usage and that the Tenant has agreed in the Rental Agreement to pay, unless the obligation to pay those charges is itself a change in the terms of the Rental Agreement.

Issues- Rent Increase

- Calculation of increase in Rent
 - Example:
 - \$1,000 rent
 - \$50 pet rent
 - \$50 garage rent
 - \$100 flat fee utility payment
 - 10% Rent increase = \$110.00
 - Flat fee utility payment is not “Rent” so is not included in the base amount to calculate the allowable increase to trigger Relocation Assistance. May increase flat fee utility payment even if total increase, including rent, exceeds 10%

Issues- Rent Increase

- BEWARE OF MID-YEAR INCREASES
 - Tenant requests a pet and pet rent is imposed
 - Tenant requests a reserved parking space, carport or storage unit and additional rent is imposed
- All apply to 10% increase in rolling 12 month period

Required Notices

- Upon issuance of any:
 - Termination Notice
 - Increase Notice (5% or more increase in Rent or Associated Housing Costs)
 - Relocation Assistance Payment
- the landlord must include a description of tenants rights and obligations and the eligible amount of Relocation Assistance
- Use Notice of City of Portland Renter Additional Protections (MFNW Form M170)

Required Notices

- Within 30 days of making any Relocation Assistance Payment, landlord must notify PHB of the payment.
- Use Notice of Relocation Payment (PHB form)

Penalties

- Creates a private right of action by the tenant
- Tenant may recover:
 - The relocation assistance;
 - PLUS a penalty of up to three months' rent;
 - Attorney fees; and
 - Court costs

Relocation Exemption Application (REA) Form

To be exempt from paying Relocation Assistance to a Tenant in a Dwelling Unit subject to Portland City Code Section 30.01.085, a Landlord must:

1. Meet the criteria for an exemption listed in Section 30.01.085.G;
2. File the required form(s) with the Portland Housing Bureau (“PHB”);
3. Receive an acknowledgment letter from PHB (the “Acknowledgement Letter”); and
4. Provide a copy of the exemption Acknowledgement Letter to the Tenant prior to one of the following actions (“Triggering Relocation Assistance”):
 - a. Issuing an Increase Notice;
 - b. Issuing a Termination Notice;
 - c. Declining to renew or replace an expiring Rental Agreement; or
 - d. Declining to renew or replace an expiring Rental Agreement on substantially the same terms except for the amount of Rent or Associated Housing Costs.

A Landlord may not increase a Tenant's Rent or Associated Housing Costs by 5 percent or more over a rolling 12-month period unless the Landlord gives notice in writing (the “Increase Notice”) to each affected Tenant: (a) at least 90 days prior to the effective date of the Rent increase; or (b) the time period designated in the Rental Agreement, whichever is longer. The Increase Notice must specify the amount of the increase, the amount of the new Rent or Associated Housing Costs and the date, as calculated under the Act, when the increase becomes effective.

A Landlord may terminate a Rental Agreement without a cause specified in the Act only by delivering a written notice of termination (the “Termination Notice”) to the Tenant of (a) not less than 90 days before the termination date designated in that notice as calculated under the Act; or (b) the time period designated in the Rental Agreement, whichever is longer.

In the event that a Landlord is selling a Dwelling Unit to a buyer that is required to take occupancy of the Dwelling Unit within 60-days of closing as condition of the buyer's federal mortgage financing, then the notice period for the Termination Notice will be adjusted to accommodate the federal 60-day occupancy requirement so long as the Landlord pays the Tenant the required amount of Relocation Assistance prior to the termination date.

Directions: Please have the property owner complete prompts 1-5 and attach any required documentation to this form.

Applications will be processed through the PHB. PHB staff can assist with Relocation Assistance questions *Monday, Wednesday, and Friday* from 9-11 am, and 12-4 pm. To receive assistance with your application, call, or visit the PHB during those times. Complete Applications with required supporting documentation can be submitted at any time via mail, webform, email, or in person.

1. Please select the exemption for which you are applying:

1. Rental Agreement for week-to-week tenancies.

Note: A Landlord is not required to submit a REA form for this exemption.

2. Tenants that occupy the same Dwelling Unit as the Landlord.

Note: A Landlord is not required to submit a REA form for this exemption.



<input type="checkbox"/> 3. Tenants that occupy one Dwelling Unit in a Duplex where the Landlord's principal residence is the second Dwelling Unit in the same Duplex.
<input type="checkbox"/> 4. Tenants that occupy an Accessory Dwelling Unit that is subject to the Act in the City of Portland so long as the owner of the Accessory Dwelling Unit lives on the site.
<input type="checkbox"/> 5. A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence of not more than 3 years.
<input type="checkbox"/> 6. A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence due to active duty military service.
<input type="checkbox"/> 7. A Dwelling Unit where the Landlord is terminating the Rental Agreement in order for an immediate family member to occupy the Dwelling Unit. <i>This exemption cannot be used for owner or spouse move in.</i> <i>The designated immediate family member must be 18 years old or older.</i>
<input type="checkbox"/> 8. A Dwelling Unit regulated as affordable housing by a federal, state or local government for a period of at least 60 years. <i>Note: A Landlord is not required to submit a REA form for this exemption.</i>
<input type="checkbox"/> 9. A Dwelling Unit that is subject to and in compliance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. <i>Note: A Landlord is not required to submit a REA form for this exemption.</i>
<input type="checkbox"/> 10. A Dwelling Unit rendered uninhabitable not due to the action or inaction of a Landlord or Tenant <i>This exemption covers Dwelling Units rendered immediately uninhabitable due to events including, but not limited to: natural (such as flood or fire) or man-made disasters (such as natural gas explosions).</i> <i>Note: A Landlord is not required to submit a REA form for this exemption.</i>
<input type="checkbox"/> 11. A Dwelling Unit rented for less than 6 months with appropriate verification of the submission of a demolition permit prior to the Tenant renting the Dwelling Unit.
<input type="checkbox"/> 12. A Dwelling Unit where the Landlord has provided a fixed term tenancy and notified the Tenant prior to occupancy, of the Landlord's intent to sell or permanently convert the Dwelling Unit to a use other than as a Dwelling Unit subject to the Act.

For the purposes of the exemptions: "Accessory Dwelling Unit" is defined by [PCC 33.205](#); "the Act" is in reference to [PCC 30.01.085](#); "Duplex" is defined by [PCC 33.910](#); "Dwelling Unit" is defined by [PCC 33.910](#); "Principal Residence" is defined by [Administrative Rule](#).

2. Please provide information on the Dwelling Unit you wish to exempt:

<i>Rental Dwelling Unit Information</i>			
Street Address:		Apartment/Unit#:	
City:	State:	ZIP:	
Did the Rental Agreement for this Dwelling Unit begin after March 8, 2018? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Rental Agreement for this Dwelling Unit a new or already existing Rental Agreement? <input type="checkbox"/> New <input type="checkbox"/> Existing		

3. Please provide your information:

<i>Owner/Applicant Information</i>				
Owner Name:				
Street Address:		Apartment/Unit#:		
City:		State:	ZIP:	
Mailing Address:		Apartment/Unit#:		
City:		State:	ZIP:	
Primary Phone:		Email:		

4. Please provide information on the ownership structure of the Dwelling Unit you are wishing to exempt.

Note: A Landlord must be a natural person or the beneficiary of a trust to claim the following exemptions:

- 5. A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence of not more than 3 years.
- 7. A Dwelling Unit where the Landlord is terminating the Rental Agreement in order for an immediate family member to occupy the Dwelling Unit.

<i>Ownership Information</i>		
Select One:	<input type="checkbox"/> Owned by a natural person	<input type="checkbox"/> Owned by a business entity <i>Please indicate what type and name of entity</i> Type (example- LLC): _____ Name: _____

5. Please find the exemption for which you are applying and provide the listed information.

<p>3. Tenants that occupy one Dwelling Unit in a Duplex where the Landlord's principal residence is the second Dwelling Unit in the same Duplex.</p> <p>An Applicant claiming this exemption is required to submit:</p> <ol style="list-style-type: none"> 1. One document dating no more than 60 days previous to the application date – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following: <ol style="list-style-type: none"> a. Applicant's first and last name b. Dwelling Unit address <p><i>Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.</i></p> 2. A self-certification that the Applicant's Principal Residence has been the second Dwelling Unit in the same Duplex as the exempted Dwelling Unit the 6 months prior to Triggering Relocation Assistance. I certify that my Principal Residence has been the second Dwelling Unit in the same Duplex as the exempted Dwelling Unit for the 6 months prior to Triggering Relocation Assistance: <input type="checkbox"/> Yes <input type="checkbox"/> No



4. Tenants that occupy an Accessory Dwelling Unit that is subject to the Act in the City of Portland so long as the owner of the Accessory Dwelling Unit lives on the site.

An Applicant claiming this exemption is required to submit:

1. One document dating no more than 60 days previous to the application date – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant's first and last name
 - b. Dwelling Unit address

Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.
2. A self-certification that the Applicant's Principal Residence has been on the same site as the exempted Dwelling Unit for the 6 months prior to Triggering Relocation Assistance.
I certify that my Principal Residence has been on the same site as the exempted Dwelling Unit for the 6 months prior to Triggering Relocation Assistance: Yes No

5. A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence of not more than 3 years.

An Applicant claiming this exemption is required to submit:

1. One document – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant's first and last name
 - b. Dwelling Unit address

Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.
2. The last date the Applicant lived at the Dwelling Unit: _____
MM / YY
3. A self-certification that the Applicant does not have ownership interest in more than 4 units.
I certify that I do not have an ownership interest in more than 4 units: Yes No
4. A self-certification that the Applicant has not filed for this exemption in the past 36 months.
I certify that I have not filed for this exemption in the past 36 months: Yes No

6. A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence due to active duty military service.

An Applicant claiming this exemption is required to submit:

1. One document – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant's first and last name
 - b. Dwelling Unit address

Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.
2. A self-certification that the Applicant is an active duty military service member.
I am an active duty military service member: Yes No
3. The last date the Applicant lived at the Dwelling Unit: _____
MM / YY



7. A Dwelling Unit where the Landlord is terminating the Rental Agreement in order for an immediate family member to occupy the Dwelling Unit.

This exemption cannot be used for owner or spouse move in.

The designated immediate family member must be 18 years old or older.

An Applicant claiming this exemption is required to submit:

1. Which immediate family member will move into the Dwelling Unit:

This exemption cannot be used for owner or spouse move in.

The designated immediate family member must be 18 years old or older.

- | | | | |
|--------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Parent In-Law | <input type="checkbox"/> Foster Parent | <input type="checkbox"/> Step Parent |
| <input type="checkbox"/> Grandparent | <input type="checkbox"/> Grandparent In-Law | <input type="checkbox"/> Grandchild | |
| <input type="checkbox"/> Child | <input type="checkbox"/> Foster Child | <input type="checkbox"/> Step Child | |
| <input type="checkbox"/> Sibling | <input type="checkbox"/> Sibling In-Law | <input type="checkbox"/> Foster Sibling | <input type="checkbox"/> Step Sibling |
| <input type="checkbox"/> Aunt | <input type="checkbox"/> Uncle | <input type="checkbox"/> Niece | <input type="checkbox"/> Nephew |

2. The name of the immediate family member which will move into the Dwelling Unit:

FIRST /LAST NAME

3. A self-certification that the immediate family member is not an owner of the Dwelling Unit.
I certify that that the immediate family member is not an owner, and has not been an owner in the past 12 months, of the Dwelling Unit: Yes No
4. A self-certification that the immediate family member intends to reside in the Dwelling Unit.
I certify that that the immediate family member intends to reside in the Dwelling Unit as their Principal Residence for the 24-months after moving in: Yes No
5. A self-certification that the Applicant does not have ownership interest in more than 4 units.
I certify that I do not have an ownership interest in more than 4 units: Yes No
6. A self-certification that the Applicant has not filed for this exemption in the past 36 months.
I certify that I have not filed for this exemption in the past 36 months: Yes No
7. A self-certification that the Applicant will not live in the Dwelling Unit during the 24 months this exemption is in use.
I certify that I will not live in the Dwelling Unit during the 24 months this exemption is in use:
 Yes No

11. A Dwelling Unit rented for less than 6 months with appropriate verification of the submission of a demolition permit prior to the Tenant renting the Dwelling Unit.

An Applicant claiming this exemption is required to submit:

1. A copy of the written notice given to the Tenant prior to occupancy.
2. The demolition permit/application number for the Dwelling Unit:
Permit/Application Number: _____



12. A Dwelling Unit where the Landlord has provided a fixed term tenancy and notified the Tenant prior to occupancy, of the Landlord’s intent to sell or permanently convert the Dwelling Unit to a use other than as a Dwelling Unit subject to the Act.

An Applicant claiming this exemption is required to submit:

- 1. A copy of the written notice given to the Tenant prior to occupancy.
- 2. The end of the fixed term lease on the Dwelling Unit: _____
MM / YY
- 3. The use the Dwelling Unit will be put to after the expiration of the Rental Agreement:

Applications will be processed through the Housing Bureau. PHB staff can assist with Relocation Assistance questions **Monday, Wednesday, and Friday** from **9-11 am**, and **12-4 pm**. To receive assistance with your application, call, or visit the PHB during those times. Complete Applications with required supporting documentation can be submitted at any time via mail, webform, email, or in person.

Portland Housing Bureau
 421 SW 6th Ave, Suite 500
 Portland, OR 97204
 (503) 823-1303
RentalServices@portlandoregon.gov

Disclaimer: The receipt and acknowledgement of claimed exemptions by the Portland Housing Bureau does not constitute verification that the Dwelling Unit, or the Applicant, is in compliance with other applicable federal, state, and local laws.

Application Certification

I hereby certify that the above information, to the best of my knowledge, is true and complete. I understand that I must inform the Portland Housing Bureau immediately and in writing of any changes. I understand that a Landlord that fails to comply with any of the requirements set forth in PCC 30.01.085 shall be liable to the Tenant for an amount up to 3 times the monthly Rent as well as actual damages, Relocation Assistance, reasonable attorney fees and costs.

Applicant Name (please print): _____

Applicant Signature: _____ Date: _____

