



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE
BUREAU OF REVENUE AND FINANCIAL SERVICES
Ted Wheeler, Mayor
Jennifer Cooperman, Chief Financial Officer
Thomas W. Lannom, Revenue Division Director

Tyler Wallace, Manager
Tax Division
Revenue Division
111 SW Columbia Street, Suite 600
Portland, Oregon 97201-5840
(503) 823-5157
FAX (503) 823-5192
TDD (503) 823-6868

ADU SDC Waiver Program
Covenant Instructions

The ADU SDC Waiver Program covenant must be completed by the property owner, recorded, and filed with the Bureau of Revenue and Financial Services.

The ADU SDC Waiver Program application requires the property owner provide information necessary to complete the covenant. It also requires the property owner acknowledge the conditions of the ADU SDC Waiver Program as detailed in the covenant.

This document provides instructions for:

- Completing the covenant;
- Recording it with Multnomah County; and
- Submitting the recorded covenant for Bureau of Revenue and Financial Services approval.

Note: The covenant cannot be completed until building plans have been submitted and permit number and an address has been assigned for the ADU.

Further information about the ADU SDC Waiver Program can be found at <https://www.portlandoregon.gov/bds/77447>.

Instructions

Completing the covenant

The covenant includes a number of blank spaces, that require information; each entry space is addressed below:

1. Building Permit Number. A building permit number has been recorded on materials provided from the building plan submittal. The number begins with the year the permit was submitted, followed by 6 permit tracking numbers (for example a permit submitted in 2018 could have a permit number of 18-123456).
2. Effective Date. This should be the date the covenant is notarized. This date does not impact the day the covenant become effective. The 10-year compliance period will begin on the day the permit(s) for the new accessory dwelling unit (ADU) are final.
3. Declarant. This is the name or names of the individual(s) signing the covenant and must be signed by all property owners. To find the correct property owner information:

- Visit portlandmaps.com
 - Enter the property address
 - Copy the “Owner” information shown
4. Property address of the primary house. This is the address currently assigned to the property or the property address of a new primary dwelling unit.
 5. Property address of the accessory dwelling unit. This is the address the will be assigned to the new dwelling unit when building plans are submitted and permit review fees are paid. *Again, the covenant cannot be completed until building plans are submitted and a new address is assigned.*
 6. Legal description. This information can be found on portlandmaps.com:
 - Visit portlandmaps.com
 - Enter the property address
 - Click on “Assessor” in the right information column
 - Click on “Assessor Detail”
 - The “Tax Roll” information shown is the legal description and should be included as “the property”
 7. Tax lot number. This information can be found on portlandmaps.com:
 - Visit portlandmaps.com
 - Enter the property address
 - Click on “Assessor” in the right information column
 - Click on “Assessor Detail”
 - The “Property ID” information shown is the R number and should be included accordingly as the “R Number”
 8. Notary. The covenant must be notarized.

Recording the covenant

File the completed covenant with the Multnomah County Assessment and Taxation Office, 1st floor of 501 SE Hawthorne Blvd (Room 175), Portland, Oregon. 503-988-3034. Please note that recording fees will apply and are found on the Multnomah County website below.

An *eRecording documents* option is available through a title company and other vendors.

Visit WEBSITE to learn more about recording documents at Multnomah County.

Submitting the recorded covenant to the Bureau of Revenue and Financial Services

The covenant should be scanned and sent to the Bureau of Revenue and Financial Services at ADUCovenant@portlandoregon.gov. It can also be mailed to the Bureau of Revenue and Financial Services at 111 SW Columbia Street, Suite 600, Portland, OR, 97201-5840.