



# Application for Qualification System Development Charge Exemption

Prior to permit issuance: a) SDC Exemption Application must be submitted to and approved by PHB; b) SDC Exemption Administrator will contact signatories to sign a Regulatory Agreement; and c) Applicant must contact bureaus to have exemptions applied to permit.

I. PROPERTY INFORMATION			
Subject Property Address (number/street/zip):			Unit Number:
Property Tax Account Number: <b>R</b> _ _ _ _ _	Legal Description: (attach metes and bounds legal description separately)		
	Lot	Block	Addition
Permit Number (One permit number per application):	(Homeownership) Proposed Square Footage:	(Homeownership) Number of Bedrooms:	Anticipated Construction Completion date:
Total Units in Project:	Number of Home Ownership Units:	Number of Rental Units:	# of Units to Receive Exemption:
II. APPLICANT INFORMATION			
Check one: <input type="checkbox"/> For-Profit <input type="checkbox"/> Nonprofit	Entity Type (check all which apply): <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> MWESB (Minority, Women, Emerging Small Business Classification) <input type="checkbox"/> Individual <input type="checkbox"/> Other		
Applicant(s) (Entity or Individual) as appears on title of property:			
Signatory(s) (as registered with the Secretary of State and/or supported in attached documentation and will appear on Regulatory Agreement)		Title with Entity (Member, President, etc.; Individual, if property is not owned by an entity)	
Applicant(s) Full Physical Address including Zip Code			
Phone:	Cell Phone:	Fax:	E-mail:
Project Contact if other than Applicant:		Project Contact Phone:	
IF THIS IS UNDER THE HOMEOWNERSHIP PROGRAM, FILL IN THE FOLLOWING:			
Listing Agent Name & Company:		Listing Agent Phone:	Anticipated Sale Price:
III. REQUIRED EXHIBITS FOR APPLICATION (MUST BE ATTACHED):			
<input type="checkbox"/> Articles of Incorporation, By-Laws, Articles of Organization, or Statement of Action	<input type="checkbox"/> Tax/Plat Map	<input type="checkbox"/> Proof of Site Control (i.e. Deed)	
<input type="checkbox"/> Corporate Resolution (as applicable)	<input type="checkbox"/> Schematic drawings, or like photos of new units to be built		
<input type="checkbox"/> Letter of Eligibility (Old Town/Chinatown Pilot Program only)	<input type="checkbox"/> \$850 (Home Ownership) or \$2200 (Rental) Application Fee		
IV. CERTIFICATION			
<p><b>Certification:</b> Applicant(s) certifies the following:</p> <p>To be eligible for the System Development Charge Exemption Program, the City's policy requires that the Applicant(s) must have site control of the Property in a form acceptable to the Portland Housing Bureau (PHB) and (check one):</p> <p><input type="checkbox"/> <b>Home Ownership:</b> (i) buyer(s) both occupying and on title must have gross income at or below 100% of Median Family Income for a family of four, adjusted upward for households of five or more people;* (ii) buyer(s) must intend to occupy the property at time of purchase; (iii) buyer(s) must submit a Homeowner Compliance Verification Form to PHB for review; (iv) the sale price of property must not exceed the annually adjusted price cap set for the Homebuyer Opportunity Limited Tax Exemption (HOLTE) program*; and must be an arm's length transaction**.</p> <p><input type="checkbox"/> <b>Rental:</b> (i) renter's (household's) income must be at or below 60% of the Median Family Income (MFI) for a period of 60 years*; and (ii) maximum rent burden must be no more than 30% of 60% MFI for a period of 60 years.</p> <p><input type="checkbox"/> <b>Rental – Old Town/Chinatown Action Plan Focus Area Pilot Program:</b> (i) renter's (household's) income must be at or below 100% of the Median Family Income (MFI)* and the maximum rent burden must be no more than 30% of 100% MFI for a period of 10 years; (ii) and renter's (household's) income must be at or below 120% of the MFI* and the maximum rent burden must be no more than 30% of 120% MFI for an additional 5 year period; (iv) the Applicant(s) must have demonstrated a financial need for the exemptions, as approved by the Portland Development Commission (PDC); and (v) the terms of the attached Letter of Eligibility are accurate and supporting documentation is subject to PDC's or PHB's right to audit.</p>			
Developer/Builder Applicant		Co-Applicant	Date

\*Income limits and sale price cap adjust annually and are based on review of median sale price and income for the Portland Metropolitan area.

\*\*An arm's length transaction is one in which the buyer and seller act independently and have no relationship (by blood, marriage or unrelated business dealings) to each other. An arm's length transaction will be fair and equitable to all parties and will result in a fair market price.