



Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500
Portland, OR 97204
503-823-2375 PHONE
503-823-2387 FAX
portlandoregon.gov/phb

January 2, 2019

To: Charitable Non-Profit Organizations Eligible for Low-Income Housing Property Tax Exemptions
From: Doan, Thao-Oanh, Housing Compliance Specialist, Portland Housing Bureau
Subject: Property Tax Exemption Application Packet for 2019-2020 Tax Year

Your organization is currently receiving or has indicated an interest in applying for a property tax exemption under the provision of Chapter 3.101, Property Tax Exemption for Low-income Housing held by Charitable Non-Profit Organizations of the Portland City Code. If you believe you qualify for this program, your organization will need to submit an application for the 2019-2020 tax year.

An application packet for this program is enclosed for your use and is also available as a fillable form online at: <https://www.portlandoregon.gov/phb/74692>. **You will need to complete the application, have it notarized, and submit the hard copy, along with the \$525 application fee (per organization).** If you have a substantial number of properties, you may include a spreadsheet which provides the information requested in Section B of this application.

The deadline for both new applications and for renewal of your tax exemption status is **February 28, 2019**. **Applications will not be accepted after the due date.** If you are in the process of purchasing additional property and expect to complete the purchase by July 1, 2019, you should include that property in your application.

The number of applicants and qualifying properties continue to grow. **If you are renewing your current inventory of properties, please indicate changes in that inventory (properties added or removed since last year and/or consolidated tax (R) numbers).** This will help with the speed and accuracy of the review and subsequent renewal of your tax-exempt status. For your reference, I am attaching a copy of your last year's submission.

Please remember that the exemption only applies to those areas that are occupied by or used for providing housing for low-income tenants. Hallways, bathrooms, laundry rooms, on-site manager units, community rooms, etc., are eligible for exemption; commercial and/or retail spaces including day care facilities where tenants bring their children are not. Exemptions are calculated by the Multnomah County Tax Assessor's office using a combination of units and square footage. Please be sure to review your figures for accuracy before submitting your application. *The last two columns of Section B break-out the total residential square footage between that which is occupied by eligible low-income tenants and that which is not occupied by eligible low-income tenants.*

Since the 2019 Median Family Income (MFI) chart has not been published yet, please use the 2018 MFI chart, which can be found at <https://www.portlandoregon.gov/phb/article/684577>.

You can find additional information about the program online at <https://www.portlandoregon.gov/phb/74692>. If you have any questions or require further information, you can call me at 503-823-3490 or send an email to: Thao-Oanh.Doan@portlandoregon.gov. I will reply as soon as possible. Thank you for your interest in this program.