

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.

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