

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:
 - 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.

Directions: Please complete prompts 1-5 and attach the 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 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 select the exemption for which you are applying:

<input type="checkbox"/> 1. Rental Agreement for week-to-week tenancies. <i>Note: A Landlord is not required to submit a REA form for this exemption.</i>
<input type="checkbox"/> 2. Tenants that occupy the same Dwelling Unit as the Landlord. <i>Note: A Landlord is not required to submit a REA form for this exemption.</i>
<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.
<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>



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

10. A Dwelling Unit rendered uninhabitable not due to the action or inaction of a Landlord or Tenant
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).
Note: A Landlord is not required to submit a REA form for this exemption.

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.

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](#).

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:	

3. Please provide information on the party filing the exemption:

<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:		

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:

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

Ownership Information		
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: _____

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

Verification for exemption
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
An Applicant claiming this exemption is required to submit: <ul style="list-style-type: none"> 1. Documentation dating no more than 60 days previous to the application date – from a government agency, electric or gas utility, financial institution, employer, or insurance company, that contains the following: <ul style="list-style-type: none"> a. Applicant’s first and last name b. Dwelling Unit address
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: <ul style="list-style-type: none"> 1. Documentation dating no more than 60 days previous to the application date – from a government agency, electric or gas utility, financial institution, employer, or insurance company, that contains the following: <ul style="list-style-type: none"> a. Applicant’s first and last name b. Dwelling Unit address
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: <ul style="list-style-type: none"> 1. Documentation– from a government agency, electric or gas utility, financial institution, employer, or insurance company, that contains the following: <ul style="list-style-type: none"> a. Applicant’s first and last name b. Dwelling Unit address 2. The last date the Applicant lived at the Dwelling Unit: <div style="text-align: center; margin-top: 10px;"> _____ MM / YY </div>

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. Documentation– from a government agency, electric or gas utility, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant’s first and last name
 - b. Dwelling Unit address
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.

An Applicant claiming this exemption is required to:

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

<input type="checkbox"/> Spouse	<input type="checkbox"/> Parent	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Step Parent
<input type="checkbox"/> Parent In-Law	<input type="checkbox"/> Grandparent In-Law	<input type="checkbox"/> Child	<input type="checkbox"/> Grandchild	
<input type="checkbox"/> Foster Child	<input type="checkbox"/> Step Child	<input type="checkbox"/> Sibling	<input type="checkbox"/> Foster Sibling	<input type="checkbox"/> Step Sibling
<input type="checkbox"/> Sibling In-Law	<input type="checkbox"/> Aunt	<input type="checkbox"/> Uncle	<input type="checkbox"/> Niece	<input type="checkbox"/> Nephew
2. Provide the name of the immediate family member which will move into the Dwelling Unit:

 FIRST /LAST NAME
3. A self-certification that the Dwelling Unit will not be rented for a year:
 I certify that this Dwelling Unit will not be rented to anyone other than the afore-designated immediate family member for the next year: Yes No
4. A self-certification that the Applicant does not have ownership interest more than 4 units.
 I certify that I do not have an ownership interest more than 4 unit: 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. The demolition permit/application number for the Dwelling Unit:
 Permit/Application Number: _____
2. A self-certification that the Tenant was notified:
 I certify that my Tenant was notified prior to entering the Rental Agreement: Yes No



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 self-certification that the Tenant was notified:

I certify that my Tenant was notified prior to entering the Rental Agreement: Yes No

2. The end of the fixed term lease on the unit:

DD/MM / YY

3. The use the Dwelling Unit will be put to after the expiration of the Rental Agreement:

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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: _____



**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