



# RESIDENTIAL RENTAL REGISTRATION NOTIFICATION

City of Portland Business License Tax

--- ACTION REQUIRED ---

## Residential Rental Registration Program

We are informing you that new Portland City Code 7.02.890 requires all owners of residential rental property located in the City of Portland to register all rental property by annually filing a Schedule R that includes the addresses of all residential rental units owned within the City.

The purpose of the City of Portland's Residential Rental Registration Program is to create a current and reliable inventory of rental housing units within the City.

Registration of residential rental property is **required** of all residential rental property owners or property managers for the tax year beginning on or after January 1, 2018 (due for most filers by Monday, April 15, 2019). Rental activity and rental location addresses are required to be filed on the Schedule R and attached to the Business License Tax return or Annual Exemption Request.

For the 2018 tax year, there is no fee associated with the Residential Rental Registration Program. However, failure to submit your tax return and related tax documents, including the Schedule R, may result in penalties.

**To comply with the Residential Rental Registration requirement please complete these 3 easy steps:**

1. Go to [www.portlandoregon.gov/revenue/29558](http://www.portlandoregon.gov/revenue/29558)
2. Download and complete **Schedule R** – Residential Rental Registration
3. Mail in completed Schedule R form with your Business License Tax return or exemption request to:

City of Portland Revenue Division  
111 SW Columbia St., Suite 600  
Portland, OR 97201-5840

For additional help or questions regarding the Residential Rental Registration Program or Schedule R, call (503) 823-5157.

For translation or interpretation call **503-823-5157**

**[www.portlandoregon.gov/revenue/78312](http://www.portlandoregon.gov/revenue/78312)**

TTY at **503-823-6868** or Oregon Relay Service at **711**

503-823-5157: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译

Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare

번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda |

الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

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City of Portland Revenue Division, 111 SW Columbia St., Suite 600, Portland, OR 97201-5840

Office: (503) 823-5157

Fax: (503) 823-5192

Web: [www.portlandoregon.gov/revenue](http://www.portlandoregon.gov/revenue)