

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 one of the following actions ("Triggering Relocation Assistance"):
 - 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.

A Landlord may not increase a Tenant's Rent or Associated Housing Costs by 5 percent or more over a rolling 12-month period unless the Landlord gives notice in writing (the "Increase Notice") to each affected Tenant: (a) at least 90 days prior to the effective date of the Rent increase; or (b) the time period designated in the Rental Agreement, whichever is longer. The Increase Notice must specify the amount of the increase, the amount of the new Rent or Associated Housing Costs and the date, as calculated under the Act, when the increase becomes effective.

A Landlord may terminate a Rental Agreement without a cause specified in the Act only by delivering a written notice of termination (the "Termination Notice") to the Tenant of (a) not less than 90 days before the termination date designated in that notice as calculated under the Act; or (b) the time period designated in the Rental Agreement, whichever is longer.

In the event that a Landlord is selling a Dwelling Unit to a buyer that is required to take occupancy of the Dwelling Unit within 60-days of closing as condition of the buyer's federal mortgage financing, then the notice period for the Termination Notice will be adjusted to accommodate the federal 60-day occupancy requirement so long as the Landlord pays the Tenant the required amount of Relocation Assistance prior to the termination date.

Directions: Please have the property owner complete prompts 1-5 and attach any 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 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.

SAMPLE

1. Please select the exemption for which you are applying:

☒ 1. Rental Agreement for week-to-week tenancies.

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

☒ 2. Tenants that occupy the same Dwelling Unit as the Landlord.

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



**Portland
Housing Bureau**
Mayor Ted Wheeler • 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

<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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. <i>This exemption cannot be used for owner or spouse move in. The designated immediate family member must be 18 years old or older.</i>
<input checked="" 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>
<input checked="" type="checkbox"/> 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. <i>Note: A Landlord is not required to submit a REA form for this exemption.</i>
<input checked="" type="checkbox"/> 10. A Dwelling Unit rendered uninhabitable not due to the action or inaction of a Landlord or Tenant <i>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.</i>
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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](#); "Principal Residence" is defined by [Administrative Rule](#).

SAMPLE

2. Please provide information on the Dwelling Unit you wish to exempt:

Rental Dwelling Unit Information				
Street Address:			Apartment/Unit#:	
City:		State:		ZIP:
Did the Rental Agreement for this Dwelling Unit begin after March 8, 2018? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Is the Rental Agreement for this Dwelling Unit a new or already existing Rental Agreement? <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Existing		

SAMPLE

SAMPLE



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3. Please provide your information:

Owner/Applicant Information					
Owner Name:	SAMPLE				
Street Address:	SAMPLE			Apartment/Unit#:	SAMPLE
City:	SAMPLE	State:	SAMPLE	ZIP:	SAMPLE
Mailing Address:	SAMPLE			Apartment/Unit#:	SAMPLE
City:	SAMPLE	State:	SAMPLE	ZIP:	SAMPLE
Primary Phone:	SAMPLE	Email:	SAMPLE		

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:

5. A Landlord that temporarily rents out the Landlord's principal residence during the Landlord's absence of not more than 3 years.

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

SAMPLE

Ownership Information	
Select One:	<input checked="" type="checkbox"/> Owned by a natural person <input type="checkbox"/> Owned by a business entity <i>Please indicate what type and name of entity</i> Type (example- LLC): <u>SAMPLE</u> Name: <u>SAMPLE</u>

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

<p>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.</p> <p>An Applicant claiming this exemption is required to submit:</p> <ol style="list-style-type: none"> One document dating no more than 60 days previous to the application date – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following: <ol style="list-style-type: none"> Applicant's first and last name Dwelling Unit address <p><i>Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.</i></p> A self-certification that the Applicant's Principal Residence has been the second Dwelling Unit in the same Duplex as the exempted Dwelling Unit the 6 months prior to Triggering Relocation Assistance. I certify that my Principal Residence has been the second Dwelling Unit in the same Duplex as the exempted Dwelling Unit for the 6 months prior to Triggering Relocation Assistance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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SAMPLE



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:

1. One document dating no more than 60 days previous to the application date – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant's first and last name
 - b. Dwelling Unit address

Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.

SAMPLE

2. A self-certification that the Applicant's Principal Residence has been on the same site as the exempted Dwelling Unit for the 6 months prior to Triggering Relocation Assistance.
I certify that my Principal Residence has been on the same site as the exempted Dwelling Unit for the 6 months prior to Triggering Relocation Assistance: ☒ Yes ☒ No

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:

1. One document – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant's first and last name
 - b. Dwelling Unit address

Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.

SAMPLE

2. The last date the Applicant lived at the Dwelling Unit: SAMPLE
MM / YY

3. A self-certification that the Applicant does not have ownership interest in more than 4 units.
I certify that I do not have an ownership interest in more than 4 units: ☒ Yes ☒ No

SAMPLE

4. A self-certification that the Applicant has not filed for this exemption in the past 36 months.
I certify that I have not filed for this exemption in the past 36 months: ☒ Yes ☒ No

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. One document – from a government agency, tax return, financial institution, employer, or insurance company, that contains the following:
 - a. Applicant's first and last name
 - b. Dwelling Unit address

Note: Social Security Numbers and all other sensitive information not relating to the Applicant's first and last name, and Dwelling Unit address, should be redacted by the applicant before submitting documents.

SAMPLE

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: SAMPLE
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.

This exemption cannot be used for owner or spouse move in.

The designated immediate family member must be 18 years old or older.

An Applicant claiming this exemption is required to submit:

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

This exemption cannot be used for owner or spouse move in.

The designated immediate family member must be 18 years old or older.

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Parent | <input checked="" type="checkbox"/> Parent In-Law | <input checked="" type="checkbox"/> Foster Parent | <input checked="" type="checkbox"/> Step Parent |
| <input checked="" type="checkbox"/> Grandparent | <input checked="" type="checkbox"/> Grandparent In-Law | <input checked="" type="checkbox"/> Grandchild | |
| <input checked="" type="checkbox"/> Child | <input checked="" type="checkbox"/> Foster Child | <input checked="" type="checkbox"/> Step Child | |
| <input checked="" type="checkbox"/> Sibling | <input checked="" type="checkbox"/> Sibling In-Law | <input checked="" type="checkbox"/> Foster Sibling | <input checked="" type="checkbox"/> Step Sibling |
| <input checked="" type="checkbox"/> Aunt | <input checked="" type="checkbox"/> Uncle | <input checked="" type="checkbox"/> Niece | <input checked="" type="checkbox"/> Nephew |

2. The name of the immediate family member which will move into the Dwelling Unit:

SAMPLE
FIRST /LAST NAME

3. A self-certification that the immediate family member is not an owner of the Dwelling Unit.

I certify that that the immediate family member is not an owner, and has not been an owner in the past 12 months, of the Dwelling Unit: ☒ Yes ☒ No

4. A self-certification that the immediate family member intends to reside in the Dwelling Unit.

I certify that that the immediate family member intends to reside in the Dwelling Unit as their Principal Residence for the 24-months after moving in: ☒ Yes ☒ No

5. A self-certification that the Applicant does not have ownership interest in more than 4 units.

I certify that I do not have an ownership interest in more than 4 units: ☒ Yes ☒ No

6. A self-certification that the Applicant has not filed for this exemption in the past 36 months.

I certify that I have not filed for this exemption in the past 36 months: ☒ Yes ☒ No

7. A self-certification that the Applicant will not live in the Dwelling Unit during the 24 months this exemption is in use.

I certify that I will not live in the Dwelling Unit during the 24 months this exemption is in use:
☒ 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. A copy of the written notice given to the Tenant prior to occupancy.

2. The demolition permit/application number for the Dwelling Unit:

Permit/Application Number: SAMPLE



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 copy of the written notice given to the Tenant prior to occupancy.
2. The end of the fixed term lease on the Dwelling Unit: SAMPLE
MM / YY
3. The use the Dwelling Unit will be put to after the expiration of the Rental Agreement:
SAMPLE

Applications will be processed through the Housing Bureau. 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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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): SAMPLE

Applicant Signature: SAMPLE Date: SAMPLE



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