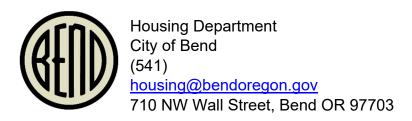
Last Revised Date: 03/01/2023



This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at <a href="www.bendoregon.gov/government/departments/economic-development/affordable-housing-program">www.bendoregon.gov/government/departments/economic-development/affordable-housing-program</a>.

## **Qualified Rental Housing Property Tax Exemption Application**

Project Description Questionnaire and Submittal Checklist See page 3 for instructions on how to submit this form for review.

Property Address of Applicatio
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- A. Statement of Project Charitable Purpose and Property Proportion:
  - 1. Describe the project charitable purpose:

2. Describe the proportion of the property, including number of units used for this charitable purpose:

- B. Project Benefits to Resident:
  - 1. Describe how tax exemptions will benefit the project residents:

- C. Description of future development (if applicable):
  - 1. If the Property is being held for future development, provide a description of the plans for development of the property and how the property is being held for low-income housing development.

D. Describe how the corporation and the property meet the criteria provided in Bend Municipal Code 12.030.015 (link to code).

Last Revised Date: 03/01/2023

## Submittal Items Checklist

Funding Application A copy of the completed funding application for at least one secured funding source.
Proof of Funding Proof of funding such as an award letter or grant contract.
City of Bend Certification of income level (this is a separate City document to upload)
<b>Title Report</b> A copy of the property's title report or a collection of Legal Description, Proof of Ownership, and Lien Documentation.
Project Description Questionnaire and Submittal Checklist (This form)
<b>Pro Forma Income Statements</b> (may be one or two separate documents for both pro-formas) Please show what the rent payments (per unit per month) would be required both with and without the tax exemption.

## **Instructions for Submitting for Review in Portal:**

- Download and complete applicable sections of this document and have all applicable documentation from the checklist above compiled and ready to upload.
- 2. Open your CityView Portal account: https://cityview.ci.bend.or.us/Portal/
- 3. Click "Apply" under the "Engineering, Agreements & Affordable Housing" section
- 4. For the "Application Type" select "Tax Exemption"
- 5. Complete other applicable sections then choose "Next Step: Permit Type"
- 6. On next screen, check box "Non-Profit TaxExemption"
- 7. Click "Next Step: Work Items"
- 8. Complete next steps until you get to Step 7 "Upload Files"
- 9. Upload completed form into the "Project Description Questionnaire" section
- 10. Upload remaining items compiled from the checklist

