



Housing Department
City of Bend
(541)
housing@bendoregon.gov
710 NW Wall Street, Bend OR 97703

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 www.bendoregon.gov/government/departments/economic-development/affordable-housing-program.

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 Application:

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:



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Housing Department at Housing@bendoregon.gov or (541) 323-8550; Relay Users Dial 7-1-1.

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).



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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)
- Title Report**
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)
- Pro Forma Income Statements** (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:

1. 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



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