



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.

Nonprofit Tax Exemption Application

Project Description Questionnaire and Submittal Checklist

See page 3 for instructions on how to submit this form for review.

Property Address:

Project Valuation:

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

- ☐ **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)
- ☐ **Attestation of the Applicant** (this is a separate City document)
Attesting to the Criteria of Exemption listed in Bend Code 12.30.015 Section A, B, C and D
- ☐ **Proof of nonprofit status from the IRS**
Declaration certifying that the corporation has been granted exemption from income taxation under section 501 (a) of the Internal Revenue Code as an organization described in section 501 (c) (3) or 501 (c) (4) of the Internal Revenue Code.

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 Tax Exemption"
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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