



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.

Tax Exemption Application

Project Description Questionnaire and Submittal Checklist

See page 2 for instructions on how to submit this form for review.

A. Statement of Project Purpose and Property Proportion:

1. Describe the Project purpose:

2. Describe the proportion of the property used for this 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.

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 City document to upload [Link to form](#))
If using the Affordable Housing or Middle Income public benefit requirements, please upload letter from City of Bend Housing Department that demonstrates that you have coordinated with the department on income levels.
- 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)
Complete the document describing Future Development, Benefit to Resident, Project Purpose and Property Proportion found here ([link](#)).
- 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.



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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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