



Housing Department  
City of Bend  
(541)  
[housing@bendoregon.gov](mailto: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](http://www.bendoregon.gov/government/departments/economic-development/affordable-housing-program).

## **Qualified Rental Housing 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](mailto: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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