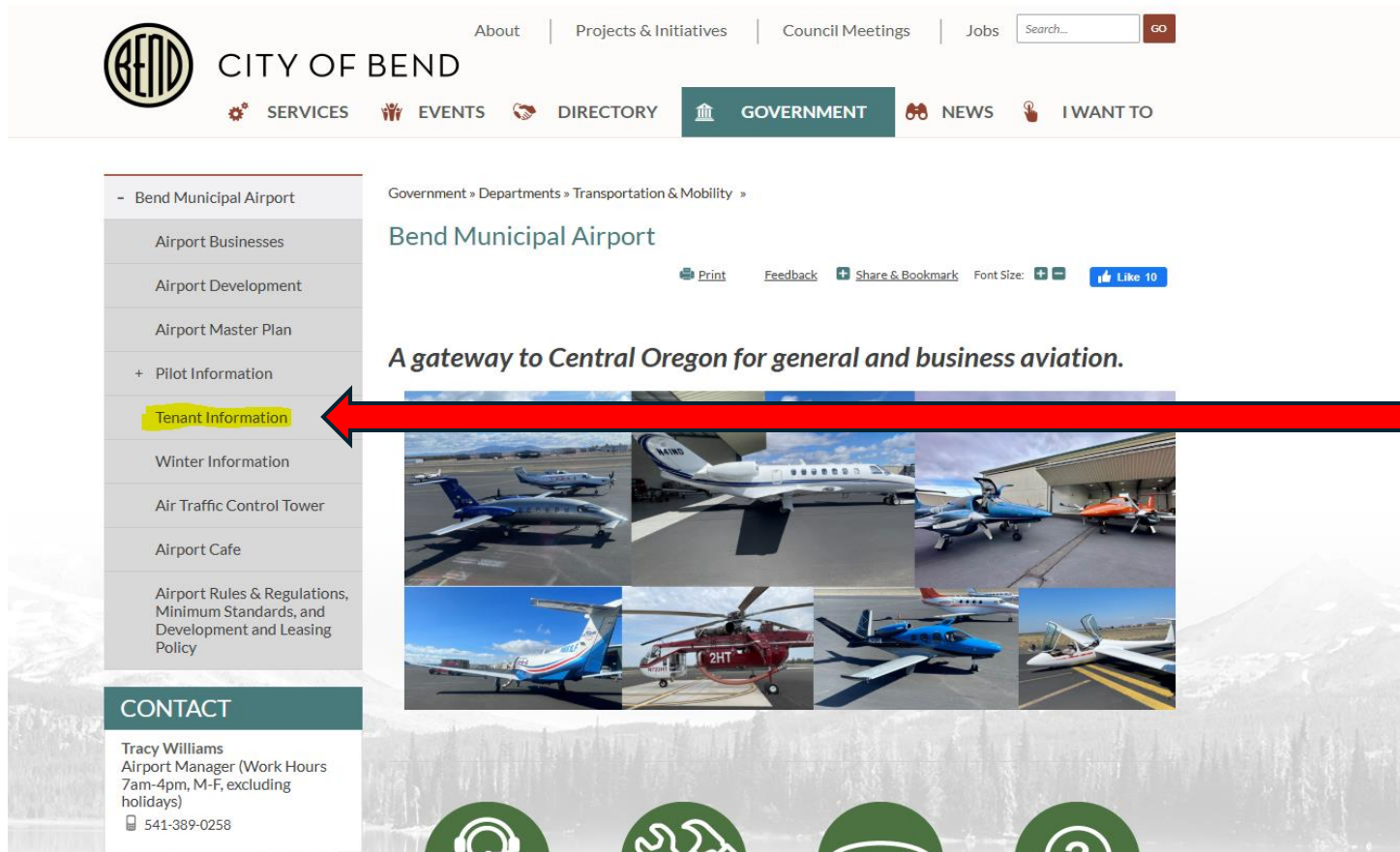


# Reversion Deferral Program

## How to Sign up for the Bend Municipal Airport's Reversion Deferral Program



- Open a new web browser and type in "**Bend Municipal Airport**"
- Click on "**Tenant Information**" on the left side of the page where the tabs are. (highlighted in yellow)



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On the "**Tenant Information**" page you will see a link to the Reversion Deferral Program Application **FORM**.

OR

Scroll to the bottom of the page and you will see online forms. Click on "**Airport Reversion Program Sign Up Form**"

- Bend Municipal Airport
Airport Businesses
Airport Development
Airport Master Plan
+ Pilot Information
<b>Tenant Information</b>
Winter Information
Air Traffic Control Tower
Airport Cafe
Airport Rules & Regulations, Minimum Standards, and Development and Leasing Policy

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## Tenant Information

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### Reversion Deferral & Transfer Fee Program

The Bend Municipal Airport (BDN) recently completed an update to the Rules & Regulations, Minimum Standards, and Leasing and Development (R&R's). In developing the Leasing and Development Policy BDN took note of its obligation to make sure it is adhering to Airport Sponsor Grant Assurances. [Grant Assurances \(Obligations\) | Federal Aviation Administration \(faa.gov\)](#), specifically Assurances 5,22,24, and 38, which if violated would put in jeopardy all past and future Federal Grants. This is the Federal Aviation Administration's (FAA) way of ensuring the highest and best use of grant assurance funds and property, protecting the federal investment in our nation's airports.

#### [Reversion Deferral & Transfer Fee Program](#)

If you have questions or concerns, please email [airport@bendoregon.gov](mailto:airport@bendoregon.gov) and the appropriate City staff will respond.

To apply to opt in to the Reversion Deferral Program, the application is available in the **FORMS** section below.

### Online Forms

#### FORM

[Aircraft Tail Number Verification](#)

[Airport Hangar Reservation Form](#)

[Airport Maintenance Request Form](#)

[Airport Noise Reporting Form](#)

[Airport Reversion Program Sign Up Form](#)

[Tenant Insurance Information](#)

[Tie Down Request Form](#)

- Bend Municipal Airport

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**Tenant Information**

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**Airport Reversion Program Sign Up Form**

**Reversion Deferral Program Application**

\* 1. Date of Application 00/00/2025 (Deadline for reduced Reversion Deferral Fee is May 30, 2025)

10 Character limit

10 characters

\* 2. LESSEE (Name as it appears on current ground lease)

500 Character limit

500 characters

- Fill out the information asked for on the form
- Read and acknowledge the Terms and Conditions and type your name to sign the form
- At the end of the form make sure you add your email address
- Make sure to click "SUBMIT"
- After clicking submit you will receive an email with a copy of your completed application form
- The next step is to pay your non-refundable \$500 application fee

\* 6. City hangars require \$1,000,000, Ground leases require \$1,000,000 - Commercial \$2,000,000. Do you have the required amount?

☐ Yes  
☐ No

\* 7. Do you have City of Bend listed as additional insured?

☐ Yes  
☐ No

\* 8. Does your COI include Personal Injury, Bodily Injury, & Property Damage & Replacement Cost?

☐ Yes  
☐ No

To receive a copy of your submission, please fill out your email address below and submit.


Email Address

☐ I'm not a robot



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## Tenant Information

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Thank you for your submission.

The next step is to pay your non-refundable \$500 application fee.

Access the City of Bend's online payment portal to make your payment.

You can do this one of two ways:

1. Copy the following link and paste into your web browser, fill out the form, and on the "Store Items" tab select "Reversion Deferral Fee." <https://rb.gy/xqrxwt>

OR

2. Go back to the Reversion Deferral & Transfer Fee Program section of the website by clicking the "Tenant Information" tab on the left side of the page and at the bottom of this section click the link to the payment portal.

You can submit your payment one of two ways:

1. Copy the following link into your web browser, fill out the form and on the "Store Items" tab select "Reversion Deferral Fee."

<https://rb.gy/xqrxwt>

**OR**

2. Go back to the Reversion Deferral & Transfer Fee Program section on the website by clicking the "Tenant Information" tab on the left side of the page and at the bottom of this section click the link to the payment portal.

# Payment Portal

- Complete the requested information
- **"STORE ITEMS"**  
Click to drop down arrow and select "Reversion Deferral Fee \$500"

The screenshot shows the 'Miscellaneous Fees' page on the City of Bend website. The page has a header with the City of Bend logo and a 'Contact Us' link. Below the header, there are payment icons for Visa, Mastercard, Discover, and American Express. A 'Need Help?' section provides contact information: (541) 385-66 and email AR@bendoregon.gov. The main form area contains several required fields marked with an asterisk (\*): Company Name, Contact Name, Contact Phone (with a format of xxx-xxx-xxxx), Contact Email, Reference Number (with a note for Airport users to use Hangar Number), and Additional Comments. At the bottom of the form, there is a dropdown menu labeled 'Store Items' with a placeholder text 'Select an item'. A red arrow points to this dropdown menu. The right sidebar contains a section titled 'SERVICE FEES WILL BE CHARGED AS FOLLOWS:' with details about credit/debit card payments (2.95% of total, \$1.95 minimum) and electronic funds transfer (no service fee). It also includes a note that there are no service fees for Ambulance/EMS, Cemetery, and Police payments, and a disclaimer that service fees are non-refundable.

Once your application and payment are received, the Real Estate Department will review.

You will be notified when your application is deemed complete or if additional information is needed.