



Portland Housing Bureau

Development Incentives Refund Request Form

Applicant name:

Applicant email:

Building Permit #(s):

Property address:

Property tax ID #(s):

Tenancy type (check one): Rental Homeownership

Payment date:

Refund to:

Name of party that paid the fee:

Mailing Address

City

State

Zip Code

Contact Person

Phone

e-mail

Which fees were paid that you would like refunded (choose all that apply):

- Rental incentive program processing fee
- Homeownership incentive program processing fee
- Nonprofit Limited Tax Exemption (NPLTE) processing fee
- Subsequent homebuilder processing fee
- Homebuyer verification processing fee
- Subsequent Homebuyer processing fee
- Non-eligible buyer penalty fee
- Affordable Housing Construction Excise Tax (AHCET)
- Legal document review and processing fee
- Permit Processing Fees
- MULTE/HOLTE Multnomah County fee
- Unsure/Other, explain:

Amount originally paid (provide invoices if available): \$

Reason for refund request:

- Applicant canceled permit or incentive application
- Fee/tax charged in error, explain:
- Overpayment of fee/tax or fee/tax adjustment, explain:
- If your refund request is for a reason not listed above, please explain:

How would you like to receive your refund?

- Refund to credit card used to pay fee
- Mail paper check to party indicated above (must be the party who paid the fee)