



Homebuyer Compliance Verification Form

Homebuyer Opportunity Limited Tax Exemption (HOLTE)  
System Development Charge (SDC) Exemption

THIS VERIFICATION FORM AND ACCOMPANYING INCOME DOCUMENTATION LISTED ON PAGE 2 MUST BE SUBMITTED TO PHB FOR REVIEW AT LEAST 10 DAYS PRIOR TO CLOSING

I am submitting homebuyer compliance documentation for the following program(s):

☐ Homebuyer Opportunity Limited Tax Exemption (HOLTE) ☐ System Development Charge (SDC) Exemption

Please note that not all properties will have both of the above programs in place. Contact PHB staff to confirm.

I. PROPERTY INFORMATION

Property Address (Number, Area, Street and Zip):		Unit #	Name of Condominium (if applicable):	Number of Bedrooms:
Legal description (Lot, Block and Addition):		Property Tax Account Number:	Purchase Price: \$	Target Closing Date:

II. HOMEBUYER INFORMATION

All Homebuyers going on title to the property must complete and sign this form. If there are more than two Homebuyers, a second form should be completed.

HOMEBUYER 1:			HOMEBUYER 2:		
Name (include Jr. or Sr. if applicable):			Name (include Jr. or Sr. if applicable):		
Current Mailing Address (including Street Address or PO Box, City, State & Zip Code):			Current Mailing Address (including Street Address or PO Box, City, State & Zip Code):		
Home Phone:		Cell Phone:	Home Phone:		Cell Phone:
E-mail:		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (single/divorced/widowed)	E-mail:		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (single/divorced/widowed)
First-Time Homebuyer?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you Live in the Home?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Family Household Size:	First-Time Homebuyer?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you Live in the Home?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Family Household Size: (in addition to Homebuyer 1)

Please list all Household Members who will be living in the home, with their ages (not including Homebuyer 1 and 2):

1. Name	Age	2. Name	Age	3. Name	Age	4. Name	Age
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III. INCOME INFORMATION

Non-occupying Co-Buyers must complete and sign this form and submit a letter of explanation (signed by all Homebuyers) in lieu of income documentation.

HOMEBUYER 1:		HOMEBUYER 2:	
Name of Employer: <input type="checkbox"/> Check if Self Employed	Time at this Job:	Name of Employer: <input type="checkbox"/> Check if Self Employed	Time at this Job:
	Gross Monthly Income: \$		Gross Monthly Income: \$
Name of 2 <sup>nd</sup> Employer: (or additional income source)	Time at this Job:	Name of 2 <sup>nd</sup> Employer: (or additional income source)	Time at this Job:
	Gross Monthly Income: \$		Gross Monthly Income: \$
Previous Employer:	Dates of Employment:	Previous Employer:	Dates of Employment:

IV. RACE AND ORIGIN INFORMATION

This form collects data on your race and origin in order to help the Portland Housing Bureau measure how well it is doing providing access to underserved populations. To ensure accuracy, and to minimize the use of "other," please define your identity as specifically as you can. PHB is not providing a "multiracial" category intentionally, and instead recommends that you fill in as many boxes as you wish.

HOMEBUYER 1: Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male		HOMEBUYER 2: Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
What is your race or origin? Mark as many boxes as appropriate:		What is your race or origin? Mark as many boxes as appropriate:	
<input type="checkbox"/> African immigrant or refugee	<input type="checkbox"/> Native American/Alaskan Native	<input type="checkbox"/> African immigrant or refugee	<input type="checkbox"/> Native American/Alaskan Native
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Slavic	<input type="checkbox"/> Latino/Hispanic	<input type="checkbox"/> Slavic
<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> White	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> White
Please share your origin, ancestry or Tribal affiliations in whatever other way you wish: _____		Please share your origin, ancestry or Tribal affiliations in whatever other way you wish: _____	

V. ESCROW INFORMATION

Complete the contact information for the party to receive LTE Qualification and SDC Exemption Demand Statement and Release Agreement.

Escrow Officer:	Escrow Number:
Title Company Name:	Phone number:
Street Address:	Email Address:
City, St and Zip:	Fax Number:

VI. SDC EXEMPTION ACKNOWLEDGEMENT AND AGREEMENT

I/We certify that the information provided in this verification form is true and correct as of the date set forth opposite my/our signature(s) on this verification form and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this verification form may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et. seq. and liability for monetary damages to the Portland Housing Bureau (PHB), its agents, successors and assigns, and any other person who may suffer any loss due to reliance upon any misrepresentation which I/We have made in this verification form.

I/We understand PHB will retain this verification form and completing the verification form is not a guarantee of eligibility. PHB, its agents, successors and assigns are authorized at any time to verify or re-verify any information contained in this verification form, either directly or from any source named in this verification form.

This verification form information is confidential and submitted voluntarily to PHB. I/We understand that non-exempt information contained in this verification form is subject to disclosure under the Oregon Public Records Law, ORS 192.420.

X

Homebuyer 1

Date

X

Homebuyer 2

Date

VII. HOLTE ACKNOWLEDGEMENT AND CERTIFICATION

Acknowledgement; read carefully and sign below.

I/We, the undersigned Homebuyer(s) acknowledge and certify that:

a)

I/We am/are aware of all requirements of the limited tax exemption imposed by Portland City Code Chapter 3.102;

b)

That my/our annual gross income is not greater than 100% median family income for a family of four, adjusted upward for households larger than 4 persons. For the purposes of this program, household income is the annual gross income of the titleholder(s) who will occupy the property;

c)

If approved by PHB, that I/we intend to occupy the property as our principal residence;

d)

If, for any reason, I/we no longer occupy the property as my/our principal residence, that the exemption will cease;

e)

If my/our application for tax exemption is approved, that during the period of the exemption, subsequent buyers of the structure must also intend to occupy the property as their principal residence in order to continue the exemption; additionally, they will need to apply, and income qualify for the exemption and so must check with PHB;

f)

The information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application; and

g)

My/our intentional or negligent misrepresentation(s) of the information contained in this verification form may result in civil liability and/or criminal penalties and liability for monetary damages to the PHB, its agents, successors and assigns and/or in revocation of tax exemption status and penalties including but not limited to reimbursement of exemption amount and penalties.

X

Homebuyer 1

Date

X

Homebuyer 2

Date

Return scanned and completed form, and supporting documentation to:  
Email: [indirect@portlandoregon.gov](mailto:indirect@portlandoregon.gov) or FAX: 503-865-3479  
If you are unable to scan and email the documents, or FAX mail to:  
PHB HOLTE/SDC Exemption Programs  
1900 SW 4<sup>th</sup> Ave, Suite 7007  
Portland, OR 97201  
Please note: mailing the documents delays receipt for processing.

The following documentation must be submitted to PHB along with this verification form at least 10 days prior to closing:

Income Verification (Copies are acceptable):

☐

Current pay-stub(s) covering at least the past 30 days and including year-to-date earnings, from all employers;

☐

W-2 forms for the past two years from all employers; and

☐

Documentation of all other income sources such as social security, pension, disability, child support, alimony, etc.

**IF SELF EMPLOYED:**

☐

Past two years' complete **signed** Federal tax returns, including all schedules; and

☐

Year-to-date income and expense statement.

Co-Buyers going on title to the property who will not live in the home do not submit income documentation but must complete and sign the verification form and submit a letter of explanation signed by all Homebuyers.

There are additional HOLTE Program requirements due at closing:

☐

Copy of the recorded Warranty Deed or the Final HUD-1 Settlement Statement showing the final sale price and the names on title to the property; and

☐

Processing fee of \$1,000 payable to "PHB" or "Portland Housing Bureau".

For additional information:  
SDC Program [www.portland.gov/phb/sdc-exemption](http://www.portland.gov/phb/sdc-exemption)  
HOLTE Program [www.Portland.gov/phb/holte](http://www.Portland.gov/phb/holte)  
Phone: 503-823-3270  
E-mail: [indirect@portlandoregon.gov](mailto:indirect@portlandoregon.gov)

The logo for the Equal Housing Opportunity, featuring a stylized house icon with an equals sign inside, and the words "EQUAL HOUSING OPPORTUNITY" below it.

Revised 7-1-2023

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HOLTE & SDC Homebuyer Compliance Verification Form