**NON-PROFIT LIMITED TAX EXEMPTION APPLICATION**

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| **SECTION A(1) – INFORMATION of APPLICANT/NON-PROFIT ORGANIZATION** | | |
| **PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY CHARITABLE NON-PROFIT ORGANIZATIONS – 2024-2025 TAX YEAR.**  **APPLICATION DUE DATE: FEBRUARY 29, 2024** | | |
| **ORGANIZATION INFORMATION** | | |
| **Applicant/Sponsor** | | |
| Entity Name: | | SSN/Tax ID: |
| Address: | City/State: | Zip: |
| Contact Person: | Phone: | Fax: |
| Email: | Additional Contact Information (if applicable): | |
| **Sponsor Type** | **Entity Type** | |
| (please check one)  For Profit  Not-for-Profit  Not-for-Profit Community Based Development Organization (CBDO)  Not-for-Profit Community Housing Development Organization (CHDO)  Home Forward  Other (specify) | (please check one)  Partnership  Limited Partnership  Corporation  Limited Liability Corp. (LLC)  Community Development Corp. (CDC)  S-Corporation  Individual  Other (specify) | |

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| **SECTION A(2)- SEWER, STORMWATER, WATER BILL DISCOUNT (RAMP PROGRAM)** | | |
| PHB is partnering with the Portland Water Bureau and Bureau of Environmental Services to offer a utility bill discount to multifamily properties enrolled in the NPLTE program to reduce tenant rents.  For more information about RAMP go to [portland.gov/ramp](http://www.portland.gov/ramp). | | |
| Would Applicant like this application to serve as an application for the RAMP program? | Yes | No |
| If “Yes” was selected complete RAMP Program questions in Section B of this application. | | |

***Sections B and C must be completely filled out for each building for which you are requesting an exemption.***

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| **Office Use Only** | | |
| Date Received: | Application #: | Application Fee received: |

**SECTION B- PROPERTY TO BE CONSIDERED FOR TAX EXEMPTION & RAMP**

Complete Excel attachment titled “[2024-2025 NPLTE Application- Section B](https://www.portland.gov/phb/documents/nplte-application-section-b/download)” and submit with this document.

**SECTION C - ELIGBLE PROPERTY SUPPLEMENTAL QUESTIONS**

Instructions: For each relevant property begin with its Tax ID # and then answer the question. If there are multiple properties for which the question needs to be answered, then there should be multiple lines.

*For example: (1) R292954- Applicant is the Managing Member of ABC, LLC which is the General Partner of ownership entity.*

*(2) R678972- Applicant has a leasehold agreement.*

1. If Applicant is not the property owner, but has an ownership interest in, or is otherwise affiliated, with the properties listed in Section B, please describe the interest, or provide the documentation regarding the affiliation for each property identified by Tax Record Number as listed in Section B:

R

2. If Applicant has a leasehold interest in one or more of the properties listed in Section B describe Applicant’s interest and include a statement for each applicable property, describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on each property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants rather than the owner or corporation from whom you lease:

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3. If Applicant leases a property identified in the application, please explain to what extent the lease agreement coincides with the timeframe of the qualifying tax year for each applicable property listed in Section B:

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4. For each property identified in Section B as vacant land being held for the development of low-income housing for residents with incomes of less than 60% MFI, provide the below information, identified by Tax Record Number:

A. When did Applicant originally purchase the land?

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B. Describe in detail the plans for each property (identified by Tax Record Number) including what income level restrictions are planned on providing housing to and your estimated time frame for completion of this project. Include building permit application timelines, building permit numbers or any other pertinent information:

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**SECTION D - DECLARATIONS**

**(Please read carefully and sign before a notary)**

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501 (c) (3) or (4) as amended before December 1, 1984 and submit proof of that status with this application.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware that the income-qualifying tenants must meet the income guidelines in accordance with 42 U.S.S. Section 1437 (a) (b)(2) as amended. (See Income and Rent Limits chart published by Portland Housing Bureau)
4. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987), and implemented by Chapter 3.101 of the Portland Municipal code.
5. The above-described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low-income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
6. All the information in this application is true to the best of my belief and knowledge and is for all purposes of determining eligibility for the tax exemption program authorized by Portland City Code Chapter 3.101.

For:

Organization’s Name

By:

Name of Organization’s Chief Executive Officer

|  |  |
| --- | --- |
| X | Date: |

Signature  Select if Electronic Signature Used

SUBSCRIBED AND SWORN before me this       day of  , 2024.

Notary Public (signature): My Commission Expires:

Select if Electronic Notarization included