



# Portland Housing Bureau

Please submit completed form to PHB at [assetmanagement@portlandoregon.gov](mailto:assetmanagement@portlandoregon.gov)

Date of Request: \_\_\_\_\_

## PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address(es): \_\_\_\_\_

**REMOVE** - To remove contacts, please list their name(s) and the effective date of the removal.

1. NAME: \_\_\_\_\_ Effective Date: \_\_\_\_\_

2. NAME: \_\_\_\_\_ Effective Date: \_\_\_\_\_

3. NAME: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**ADD** - To Add contacts, please list the name, email address, phone number, organization, and effective date of change.

1. NAME: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Organization Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. NAME: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Organization Type: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**CHANGE** – To change contact details for an existing contact, please detail changes here.

NAME: \_\_\_\_\_ Change Type: \_\_\_\_\_

Updated Email/Phone or other: \_\_\_\_\_

**BILLING CONTACT** – Does the project have an outstanding PHB loan balance? Yes ☐ No ☐

***If yes, provide the PHB loan number and accounts payable contact information below.***

Loan Number(s): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_