



RELOCATION EXEMPTION APPLICATION (REA) FORM

Exemption 11: “A Dwelling Unit rented for less than 6 months with appropriate verification of the submission of a demolition permit prior to the Tenant renting the Dwelling Unit.”

General instructions for completing the Relocation Exemption Application (REA) Form to claim Exemption from the obligation to pay city Relocation Assistance as specified in Portland City Code 30.01.085.

- Please print clearly and complete all sections of this form. All fields require a response (please use n/a to indicate not applicable). We cannot process illegible or incomplete REA Forms.
- This form is designed to be completed and signed by the legal Owner(s) of the Dwelling Unit where exemption from the obligation to pay city Relocation Assistance is claimed. If someone other than the Owner/Landlord is completing this form on behalf of the Owner/Landlord, documentation that conclusively demonstrates that the person completing the REA Form is authorized by the Owner/Landlord of the Dwelling Unit to certify facts and make legally binding statements on behalf of the Owner/Landlord must accompany this form.
- The Administrative Rules referenced in each REA Form identify stipulations with which a Landlord must comply in order to claim the exemption. If a Landlord fails to fully comply with each and all applicable stipulations, the Landlord’s claim of exemption is invalid.
- Supporting documentation is required for most exemptions. If supporting documentation is required, please review the Documentation Guidance and submit documentation that complies with the guidance, along with your signed and dated REA Form. REA Forms that do not include documentation, where documentation is required, are incomplete and cannot be processed.
- If you need assistance completing the REA Form, staff are available during the following hours, except on holidays, to provide technical assistance. Please be advised that the materials and information available through the Rental Services Office are for information purposes only. *Our staff cannot provide legal advice.*

Phone: (503) 823-1303

Rental Services Office Helpline Hours

Monday 9 - 11 AM, 1 - 4 PM

Wednesday 9 - 11 AM, 1 - 4 PM

Friday 9 - 11 AM, 1 - 4 PM

E-Mail: RentalServices@portlandoregon.gov

FORM 30.01.085.I-11.REA

V:3 VED 2023JUNE30:

Page 1 of 5

RELOCATION EXEMPTION APPLICATION (REA) FORM 11:

“A Dwelling Unit rented for less than 6 months with appropriate verification of the submission of a demolition permit prior to the Tenant renting the Dwelling Unit.”

The following Administrative Rules and Process apply to Exemption 11:

- The Landlord must submit the required REA form to PHB.
- The Landlord must receive an Acknowledgement Letter issued by PHB. An Acknowledgment Letter does not exempt a Landlord from complying with all relevant notice requirements.
- For Rental Agreements beginning after December 14, 2020, the Landlord must provide to the Tenant a copy of all pages of the Acknowledgement Letter prior to the Tenant entering into a Rental Agreement.
- In addition to providing the Acknowledgment Letter as described above, the Landlord must provide to the Tenant a copy of all pages of the Acknowledgement Letter, including a description of a Tenant's Rights and Obligations, prior to issuance of a Termination Notice.
- This exemption only applies if the Landlord is issuing a Termination Notice.
- The Owner(s) of the Dwelling Unit shall not receive an Acknowledgement Letter for this exemption more than once and is permanently ineligible to apply any other exemption to the same Dwelling Unit.

STEP ONE: DOCUMENTATION GUIDANCE

This exemption **does not require** supporting documentation.

NOTE: The demolition permit/application number must be provided and will be independently verified before an Acknowledgment Letter is issued.

STEP TWO: LANDLORD INFORMATION

1. Who is the Owner/Landlord of the Dwelling Unit?

Note: Acknowledgment Letters are issued to the legal name(s) of the property Owner(s)

NAME:					
MAILING ADDRESS:				UNIT:	
CITY:		STATE:		ZIP:	
PHONE:		EMAIL:			

STEP THREE: DWELLING UNIT INFORMATION

1. Which of the following best describes the ownership the Dwelling Unit?

- ☐ The Dwelling Unit is owned by a Natural Person (a human being as opposed to an entity created by an operation of law).
- ☐ The Dwelling Unit is owned by a Trust and the Landlord is a settlor/grantor or a named beneficiary (as opposed to a trustee) of the Trust that owns the Dwelling Unit.
- ☐ The Dwelling Unit is owned by a business entity and the Landlord is the owner/principal member the business that owns the Dwelling Unit.

2. What is the street address of the Dwelling Unit for which you are claiming exemption?

DWELLING UNIT ADDRESS:				UNIT:	
CITY:		STATE:		ZIP:	

3. What is the demolition permit/application number for this property?

_____ (PERMIT NUMBER)

4. Which of the following best describes the size of the rental unit to which the exemption will be applied?

- ☐ Single Room Occupancy (SRO) or Studio
- ☐ One bedroom
- ☐ Two bedrooms
- ☐ Three or more bedrooms

STEP FOUR: RENTAL AGREEMENT INFORMATION

1. This exemption will be applied to: (check one)

- ☐ A future tenancy/Rental Agreement with a Tenant who does not currently live in the Dwelling Unit.
- ☐ An existing tenancy/Rental Agreement where the Tenant already lives in the Dwelling Unit.

2. When did the tenancy/Rental Agreement *originally* begin?

- ☐ This is for a future tenancy/Rental Agreement that has not started yet.

- ☐ This is for an existing tenancy/Rental Agreement that originally ***began on or before December 14, 2020.***
- ☐ This is for an existing tenancy/Rental Agreement that originally ***began after December 14, 2020.***

STEP FIVE: CERTIFICATIONS & ACKNOWLEDGEMENTS

Note: This REA Form is not complete unless all sections of the form are completed, the certifications and acknowledgment statements below are certified/acknowledged, the form is signed and dated, and any required documentation is attached.

1. I acknowledge that this exemption applies only for a Dwelling Unit which is/will be rented for 6 (six) months or less and only after a demolition permit has been filed for the Dwelling Unit.
 - ☐ I so acknowledge
 - ☐ I do not acknowledge
2. I acknowledge that this exemption is effective only when Relocation Assistance is triggered by issuance of a Termination Notice, as defined in the Administrative Rules. It is not effective when Relocation Assistance is triggered by Rent increase(s) or by substantial changes to the terms of the Rental Agreement.
 - ☐ I so acknowledge
 - ☐ I do not acknowledge
3. I acknowledge that use of this exemption permanently prevents the Dwelling Unit from being eligible for any other exemption claimed by the same Landlord.
 - ☐ I so acknowledge
 - ☐ I do not so acknowledge
4. I acknowledge that Administrative Rules referenced in this REA Form identify specific stipulations with which I must fully comply in order to claim exemption, and that if I fail to comply with each and all applicable stipulations, my claim of exemption is invalid. I understand that issuance of an Acknowledgment Letter does not constitute authorization for any action or inaction that is inconsistent with any and all applicable rules and laws.
 - ☐ I so acknowledge
 - ☐ I do not so acknowledge

5. I acknowledge that exemption from obligation to pay city Relocation Assistance as required under PCC 30.01.085 does not extend to the notification requirements of that same section of City Code, nor does it exempt a Landlord from the limitations and obligations of any other applicable local, state, or federal law. I understand that acknowledgment of my claim of exemption is not authorization for any action or inaction that is inconsistent with all applicable laws and that I must fully comply with each and any stipulation associated with this exemption.

- ☐ I so acknowledge
- ☐ I do not so acknowledge

6. I hereby certify that all information provided by me in the REA Form and/or provided in supporting documentation is current, true and complete to the best of my knowledge. I understand that I must inform the Portland Housing Bureau immediately and in writing of any changes. I understand that a Landlord that fails to comply with any of the requirements set forth in PCC 30.01.085 shall be liable to the Tenant for an amount up to 3 times the monthly Rent as well as actual damages, city Relocation Assistance, reasonable attorney fees, and costs.

- ☐ I so certify
- ☐ I do not so certify

Signature: _____ Date: _____