



Portland Housing Bureau

Rental Services Office

Commissioner Dan Ryan • Interim Director Molly Rogers

1900 SW 4th Avenue, Suite 7007 • Portland, OR 97201

PHONE 503-823-1303 • FAX 503-865-3260

RentalServices@PortlandOregon.gov

Portland.gov/RSO

Rental Services Helpdesk Hours

MON, WED, FRI 9–11 am 1–4 pm

RELOCATION EXEMPTION APPLICATION (REA) FORM

Exemption 6: “A Landlord that temporarily rents out the Landlord's Principal Residence during the Landlord's absence due to active duty military service.”

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



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RELOCATION EXEMPTION APPLICATION (REA) FORM 6:

“A Landlord that temporarily rents out the Landlord's Principal Residence during the Landlord's absence due to active duty military service.”

The following Administrative Rules and Process apply to Exemption 6:

- The Landlord must submit the required REA form to PHB.
- The Landlord must receive an Acknowledgment Letter issued by PHB. An Acknowledgement Letter does not exempt a Landlord from complying with all relevant notice requirements.
- The Landlord must provide a copy of all pages of the Acknowledgement Letter to the Tenant including a description of a Tenant's Rights and Obligations prior to issuing a Termination Notice.
- This exemption only applies if the Landlord is issuing a Termination Notice.
- An Owner of the Dwelling Unit must move into the Dwelling Unit within 60 days of the Tenant moving out. The Dwelling Unit must become the Principal Residence of an Owner of the Dwelling Unit.
- The absence must be due to active duty military service of an Owner of the Dwelling Unit, their spouse, or their domestic partner.

STEP ONE: DOCUMENTATION GUIDANCE

This exemption requires supporting documentation.

What must be demonstrated: The Dwelling Unit for which Exemption is being claimed is/was the Landlord's Principal Residence immediately prior to the Landlord's absence due to the active duty military service of the Landlord or the Landlord's spouse or domestic partner. Documentation that conclusively demonstrates this stipulation for exemption includes all the following:

- Must be addressed to the Landlord (first and last name) at the address of the Dwelling Unit for which Exemption is being claimed.
- Must be dated prior to the date indicated in the application that the Landlord did or will last reside in the Dwelling Unit.
- Must conclusively demonstrate that the Owner personally resides/resided at that address, as opposed to owning or managing the property.
 - **Examples of documents that demonstrate Principal Residence**, as opposed to ownership/management, include but are not limited to the following: documents from an Internet Service Provider (ISP) account, cable, and satellite bill; document from an employer, school, healthcare provider, insurance agency (unrelated to the property), a financial institution (unrelated to the property), or governmental entity (unrelated to the property).
 - Documents related to ownership or management of the dwelling unit, which **do not** conclusively demonstrate that the Owner personally resides at the dwelling unit, include: utility bills, property tax statements, homeowners/rental unit insurance, HOA fees, documents relating to financing of the dwelling unit, invoices for maintenance and repair of the Dwelling Unit, and similar items.



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STEP TWO: LANDLORD INFORMATION

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

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

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

2. On what date did/will the Owner last occupy the Dwelling Unit as their Principal Residence?

Note: Principal Residence means the primary location a person inhabits. It is the Dwelling Unit that is physically occupied and personally used for overnight sleep more than any other Dwelling Unit during the period of time specified in each exemption.

_____ (Format: MM/DD/YYYY)

STEP THREE: DWELLING UNIT INFORMATION

3. 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.

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

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



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STEP FOUR: RENTAL AGREEMENT INFORMATION

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

- A future tenancy/Rental Agreement with a Tenant who does not currently live in the unit.
- An existing tenancy/Rental Agreement where the Tenant already lives in the unit, including renewal or replacement of a previous lease or Rental Agreement.

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 hereby certify that I, my spouse, or my domestic partner is currently an active duty military service member OR, if neither I nor my spouse/domestic partner is currently an active duty military member, I hereby certify that I, my spouse or my domestic partner has recently been an active duty military member AND that the Dwelling Unit for which exemption is claimed was rented out during an absence which was due to, and during the time of, my or my spouse/domestic partner's active duty military service.

- I so certify
- I do not so certify

2. I understand that the 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

3. I acknowledge that this exemption applies only when city Relocation Assistance is or will be triggered by the termination of the Rental Agreement as described in PCC 30.01.085, and that it does not apply when city 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

4. I acknowledge that, as a stipulation of this exemption, an Owner of the Dwelling Unit is required to move back into the Dwelling Unit within 60 days of the Tenant moving out.

- I so acknowledge
- I do not so acknowledge



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5. I acknowledge that, as a stipulation if this exemption, the Dwelling Unit must become the Principal Residence of an Owner of the Dwelling Unit.

- I so acknowledge
- I do not so acknowledge

6. 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 rules and laws.

- I so acknowledge
- I do not so acknowledge

7. 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: _____