



A place where families and businesses thrive.

**2020/2021
Non-Profit Corporation
Property Tax Exemption
Application (Oregon)**

**Property Tax Exemption Program for
Low-Income Housing Held by
Charitable, Nonprofit Organizations***

**Due No Later Than
March 2, 2020**

*Implementing provisions of ORS 307.540 – 548

Instructions

The Oregon legislature authorizes a property tax exemption for low-income housing held by charitable, nonprofit organizations.¹ The tax exemption is intended to benefit low-income persons² and is available for qualifying property located in the City of Forest Grove. Specific provisions that govern the City of Forest Grove's Nonprofit Corporation Low-income Tax Exemption Program are provided in the Forest Grove City Code Sections 37.01 to 37.06.

Application guidelines:

- Charitable, nonprofit organizations that provide housing to low-income persons are eligible.
- The organization must be certified by the Internal Revenue Services as a 501(c)(3) or 501(c)(4) (ORS 307.180).
- Organizations must own or have a leasehold interest in the property. In addition, your nonprofit organization can qualify if it participates as the general partner in a limited partnership who owns the property, so long as the nonprofit organization is responsible for the day-to-day management of the property. In this case, the limited partnership must be listed as the owner.
- The site must be able to show that it will be occupied during the eligible tax year by income-eligible households.
- Vacant land intended to be developed as low-income housing is eligible for the exemption provided under this program. **The maximum period for this exemption is 6 years.**
- Applicants who are leaseholders must have a signed leasehold agreement by the application deadline.
- Applications for the exemption must be made annually. Applications for the current year are due by March 2, 2020. *Applicants may also apply for the exemption for properties expected to be acquired after March 1 and before July 1 of the tax year **but the application form must be submitted within 30 days of property acquisition.***
- The application for tax exemption is for property that is, or will be, owned or leased from July 1st through June 30 of the year for which the tax exemption is requested. **If the property changes ownership between July 1st and June 30th of the year for which the tax exemption is requested, please notify the City of Forest Grove of the change in the status so that the continuing eligibility of the property can be evaluated.**
- Only the residential portion of property that is used to house low income people or property that is being held for future development as low-income housing. For example, the commercial space in a mixed-use building would not be eligible for the exemption.
- Any renewal application for a property that has been previously exempted from taxation will be evaluated on criteria used to grant the original exemption.

¹ ORS 307.540 -307.548.

² "Low-income persons" are individuals earning 60% or less of the area median income. See Income Eligibility Schedule (Attachment A) [U.S.C. Section 1437 (a)(b)(2)].

Who administers the program?

The City of Forest Grove will administer the program but coordinates closely with the Washington County Office of Assessment and Taxation. Please contact Dan Riordan at 503-992-3226 or at driordan@forestgrove-or.gov with questions.

How to apply?

Submit a complete and accurate application which includes all of the following information:

1. Complete Sections A and E for your organization. Complete Sections B, C, and D for each property for which a property tax exemption is being requested.
2. All applications must be signed and notarized - Notarization (Section E) is required only for each organization and application, *not each property*.
3. New applications must include a copy of IRS 501(c)(3) or (4) letter certifying your organization's eligible charitable nonprofit status. If your nonprofit organization is a general partner in a limited partnership who owns the property, the nonprofit organization must be responsible for the day-to-day management of the property. In this case, the limited partnership must be listed as the owner.
4. **Applications must be received at the City of Forest Grove no later than March 2, 2020. Postmarks are not sufficient-applications sent by mail must be received by March 2, 2020. Applications received after March 2nd will not be accepted, and exemption will not be granted.**
5. No application fee is required to apply for this program.

Submit applications to the address below:

**City of Forest Grove
Community Development Department
c/o Dan Riordan
PO Box 326
Forest Grove, OR 97116**

If you have questions about the application, please contact the Community Development Department at 503-992-3227.

Attachment A

2020/2021 Income Eligibility Schedule

The following income eligibility schedule is to be used in determining the amount of eligible property. Only units which are intended for occupancy by households with incomes at or below these income guidelines are eligible for the exemption.

Household Size	Household Income Not to Exceed
1	\$39,960
2	\$42,240
3	\$47,520
4	\$52,740
5	\$57,000
6	\$61,200

Note: Unoccupied housing units at the time of application may be included in the total eligible units if the applicant meets the following conditions:

- A. The units will be available exclusively to eligible low-income persons.
- B. The units are intended to be occupied within the year.
- C. The applicant must provide a written statement to the effect of A and B above and attach it to the application.

Section B – Property Considered for Exemption

(Sections B, C, and D must be filled out for each property for which you are requesting a tax exemption.)

Owner of Record: _____

Property Address: _____

(Physical address of the property for which you are seeking an exemption.)

Property Tax Account Number(s):

Be sure to identify *all* account numbers for both land and improvements on the property for which you are requesting tax exemption. In some cases, land and improvements may have separate account numbers. The Property Tax Account Number(s) and the Taxlot Account Number(s) should be on your property tax statements.)

Total Number of Residential Units in Building(s): _____

Number of Residential Units Occupied by Low-Income People: _____

Total Square Feet in Building(s): _____

Total Square Feet of Residential and Residential Common Area:⁴ _____

Date When Exemption was First Granted for this Property: _____

(For renewal applications only.)

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section C – Eligible Property

Do you own the property in question? Yes _____ No _____

If you do not own the property, do you have leasehold interest in the property?
Yes _____ No _____

If you have an ownership interest in the property, but your organization is not the record owner, describe your interest in the property. NOTE: Your nonprofit organization *must* be responsible for day-to-day operations in order to be eligible for exemption under this program. *Include that information in your description.*

If you have a leasehold interest, describe your interest and include a statement describing how as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this 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.

If the property is being held for future low-income housing development, describe the future development (number of units, units broken out by # of bedrooms, amenities available, etc.) and the income level(s) that will be served by the future development.

Section D- Description of Charitable Purpose/Project Benefit

(Use for multiple projects if same conditions apply.)

Briefly describe your organization's charitable purpose:

Is the property being held for the purpose of developing low-income housing?

Yes _____ No _____

The holding period may not exceed six years. When did the period begin? _____

Is all or a portion of the property being used for the charitable purpose?

All _____ Portion _____

If a portion, approximately what percentage of the property? _____

Will the cost savings resulting from the proposed tax exemption enable you to do the

following: Reduce the rents that your low-income residential tenants pay on

the property in question? Yes _____ No _____

If so, by approximately how much? _____

Provide greater services to your low-income residential

tenants? Yes _____ No _____

If yes, in what way(s)?

Provide any other benefit to your low-income residential

tenants? Yes _____ No _____

If yes, please explain.

If you lease the property identified in this application, please explain to what extent your lease agreement coincides with the timeframe of the qualifying tax year:

Section E - Declarations

(Please read carefully and sign below before a notary.)

1. I have attached to this application the IRS declaration of the status of applicant as a tax-exempt corporation under 26 U.S.C. Section 501 (c)(3) or (4).
2. I am aware that the income-qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437(a)(b)(2) as amended. (See Attachment A, Income Eligibility Schedule.) Tenant incomes do not exceed these limitations as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 -307.548 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and modified by Forest Grove Code Section 3.20.
4. To the best of my knowledge, the above-described property or properties, qualify, or if vacant or under construction, will qualify for property tax exemption once occupancy is established.
5. I have read and understood the criteria provided in FG Code 37.02, and I certify that the corporation meets that criteria.
6. All the information in this application is true to the best of my belief and knowledge, and is for the purpose of determining eligibility for the tax exemption program authorized by ORS 307.540 -307.548 and administered through Forest Grove Code section 3.20.

By: _____
Agency Chief Executive Officer (Signature)

Agency Chief Executive Officer (Print or Type)

For: _____
Corporate Name (Print or Type)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2020.

Notary Public for Oregon (Signature)

Notary Public for Oregon (Print or Type Name)

My Commission Expires _____