



# RESIDENTIAL RENTAL REGISTRATION (SCHEDULE R)

## City of Portland Business Income Tax

ATTACH TO COMBINED TAX RETURN OR ANNUAL EXEMPTION REQUEST		
BUSINESS (OR TAX-EXEMPT ENTITY) NAME		ACCOUNT #
FEIN #	SSN #	TAXABLE YEAR From: _____ To: _____

### Residential Rental Registration Program

According to Portland City Code 7.02.890, all owners of residential rental property in the City are required to annually provide a schedule that includes the address of all owned residential rental units within the City. For purposes of this form, "residential rental unit" means any residential property rented or offered for rent for a period of more than 30 consecutive days. (Short-term rentals, such as hotels, are not required to complete this form.) If a property contains more than one residential living quarter, the term residential rental unit refers to each separate living quarter.

You will need to complete this form if your business (including subsidiaries) or tax-exempt entity owns any residential rental property within the city boundaries of Portland. (Please note that "Portland" is often assigned by the USPS to addresses that are in unincorporated areas outside the city boundaries of Portland.) To determine whether a property is within Portland, go to [www.portlandmaps.com](http://www.portlandmaps.com) and enter the address in the search field. If "Portland" is listed as a "Jurisdiction", the property should be included below.

Attach the completed Schedule R form to your Combined Tax Return.

Line #	Address (PO Box not allowed)	Apt./Unit #	City	ZIP Code	Check If Disposed
1				97 _____	<input type="checkbox"/>
2				97 _____	<input type="checkbox"/>
3				97 _____	<input type="checkbox"/>
4				97 _____	<input type="checkbox"/>
5				97 _____	<input type="checkbox"/>
6				97 _____	<input type="checkbox"/>
7				97 _____	<input type="checkbox"/>
8				97 _____	<input type="checkbox"/>
9				97 _____	<input type="checkbox"/>

Total number of units owned as of the last day of the tax year: \_\_\_\_\_

**Note:** Consecutive unit numbers/letters for the same property can be separated with a hyphen and non-consecutive unit numbers/letters for the same property can be separated with a comma. If a property is no longer owned (sold or otherwise disposed of) as of the last day of the tax year, please check the "Check If Disposed" box.

If more space is needed to report your properties, please provide a full schedule that includes the requested information for all properties. Please include the business or entity name on all pages of this schedule. If you have more than nine rental units to report and would prefer to provide the information requested above digitally/ electronically, please email the information to [pdxbl@portlandoregon.gov](mailto:pdxbl@portlandoregon.gov).

For the 2018 tax year, there is no fee associated with the Residential Rental Registration Program.

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WEB: [www.portlandoregon.gov/biztax](http://www.portlandoregon.gov/biztax)