

Tenant(s): \_\_\_\_\_  
 Tenant(s): \_\_\_\_\_ et al (and all others)  
 Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
 City: \_\_\_\_\_, OREGON Zip: \_\_\_\_\_

DATE OF SERVICE: \_\_\_\_\_

☐ TIME SERVED BY FIRST CLASS MAIL: \_\_\_\_\_

(If left blank, Notice was mailed prior to 11:59 p.m. on Date of Service).

☐ This Notice has been served by another method allowed by ORS 90.155 (Describe other method of legal service): \_\_\_\_\_

TIME SERVED BY ANOTHER METHOD ALLOWED BY ORS 90.155: \_\_\_\_\_

(If left blank Notice was served by another method of legal service prior to 11:59 p.m. on Date of Service).

## Owner/Agent hereby serves you Notice for the Termination of your Fixed-Term Lease.

- ☐ The Ending Date of your lease falls within the first year of occupancy and expires on \_\_\_\_\_.  
**This is your 90-Day Notice of Nonrenewal of Lease, after which your tenancy will terminate.**  
 Notice of Nonrenewal of Lease within the first year of occupancy may be served prior to the specified Ending Date for the Fixed-Term, or 90 days prior to the date designated in the Notice for the Termination of the Tenancy, whichever is later.\*
- ☐ You, or a member of your household has committed at least three lease violations within the preceding 12-month period and you were served a Written Warning Notice at the time of each violation stating that if there were three or more violations (including Nonpayment of Rent) within the preceding 12 months, Owner/Agent could choose to terminate the lease with not less than 90-Days' Written Notice.

### This is your Notice of Nonrenewal of Lease based on this rule.

Such notice may be served prior to the specified Ending Date for the Fixed-Term, or 90 days prior to the date designated in the Notice for the Termination of the Tenancy, whichever is later.\*

**Your tenancy is being terminated and you must vacate the Rental Unit you now occupy no later than 11:59 p.m. (end of day) on \_\_\_\_\_.**

In the City of Portland, Nonrenewal of Lease within the first year of occupancy, or Nonrenewal based on Three Strikes may require payment of a Relocation Fee, unless exempt. If required, the Fee varies based on the number of bedrooms and is required to be paid within 45 days of service of the Notice of Termination. Visit <https://www.portland.gov/phb/rental-services/renter-relocation-assistance> to learn more.

*If your Termination Date is not at the end of your Rental Period, and you have not paid a Last Month's Rent Deposit, you will owe Rent for a partial month.*

Your prorated rent from \_\_\_\_\_ through \_\_\_\_\_ is \$ \_\_\_\_\_

*If you paid a Last Month's Rent Deposit that exceeds the Date of Termination, the Landlord is required to account for those funds separately at the time of Security Deposit Reconciliation within 31 days of Surrender of Possession of the Dwelling Unit.*

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*The Ending Date must be at least 90 days from the Date of Service.*

*If notice is served by mail ONLY, the Ending Date must include an additional four (4) days to allow for the delivery of notice, including Date of Mailing.*

*This notice, if mailed, shall be mailed First Class Mail ONLY (not certified, registered, etc.).*

*Owner/Agent does not waive the right to terminate by simultaneously or subsequently served notices.*

*Regardless of length of tenancy, prescribed notice periods may be longer in certain local jurisdictions or in subsidized housing.*

*If you are a veteran of the armed forces, assistance may be available from a county veterans' service officer or community action agency. Call the 2-1-1 information service to learn about resources in your area.*



SAMPLE

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# Portland Housing Bureau

## Rental Services Office

Commissioner Dan Ryan • Director Shannon Callahan

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

PHONE 503-823-1303 • FAX 503-865-3260

Portland.gov/RSO

## Rental Services Helpdesk Hours

MON, WED, FRI 9–11 am and 1–4 pm

### Rental History Form

### Required Under Portland City Code Title 30.01.087.F

For residential rental units within Portland city limits, a landlord is required to complete and provide this form to a tenant within 5 business days of receiving a request from a tenant, receiving notice from the tenant of intent to terminate the tenancy, or when a landlord gives notice of intent to terminate a tenancy. This form may be transmitted in digital or paper form.

#### Tenant Information

Tenant Name: \_\_\_\_\_

#### Landlord Information

Landlord Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

#### Residency Information

Address: \_\_\_\_\_

Move-in Date: \_\_\_\_\_ Move-out Date (if known): \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: [RentalServices@portlandoregon.gov](mailto:RentalServices@portlandoregon.gov)

FORM 30.01.087.F

V:2.0 VED: 3Jan2022

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**COVID-19 Guidance:** A landlord may choose to indicate 'Deferred' on months where rent payment has been deferred under local, state or federal eviction moratoria.

[illegible]

Notice 30.01.086.C.3.B  
V:2.0 VED: 3Jan2022  
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If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

For translation or interpretation, please call 503-823-1303  
TTY at 503-823-6868 or Oregon Relay Service at 711

503-823-1303: Traducción e interpretación | Chuyển Ngữ hoặc Phiên Dịch | 翻译或传译  
Письменный или устный перевод | 翻訳または通訳 | Traducere sau Interpretare  
번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda  
الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

This requirement is in addition to any other rights and responsibilities set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

*The information in this form is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.*

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MON, WED, FRI 9–11 am 1–4 pm

## Tenant Notice of Rights and Responsibilities

### Portland City Code 30.01.085

### Mandatory Renter Relocation Assistance

For residential rental units within Portland city limits, these rights and responsibilities are in addition to protections set forth in the Oregon Residential Landlord and Tenant Act under Oregon Revised Statute Chapter 90, and Portland Landlord-Tenant Law under Portland City Code Title 30.

Landlords must include this notice (or another notice with similar information) with each and any Termination Notice, Increase Notice, and Relocation Assistance payment.

*The information in this notice is for educational purposes only. You should review appropriate state statute, city code, and administrative rule as necessary. If you need legal guidance, or are considering taking legal action, you should contact an attorney.*

### No-Cause Evictions and Non-Renewals

If your Landlord is ending your rental agreement without a tenant-based cause, you have the right to a written notice of termination at least 90 days before the termination date designated in the notice. Your landlord may have the obligation to pay you relocation assistance at least 45 days before the termination date designated in the notice.

### Qualifying Landlord Reason for Termination

If your Landlord is ending your rental agreement for a qualifying landlord reason, you have the right to a written notice of termination at least 90 days before the termination date designated in the notice. Your landlord may have the obligation to pay you relocation assistance (*city requirement*) and/or one month's rent (*state requirement*).

If both are owed, your landlord has two options for paying relocation assistance and one month's rent owed:

1. They can pay you relocation assistance or one month's rent (whichever is higher) in a single payment not later than day they deliver the termination notice; or
2. They can pay you two payments, one month's rent when delivering the notice and pay you relocation assistance at least 45 days before the effective date of the notice.

### Rent Increases



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If your Landlord raises your rent, you may have the right to a written notice of the rent increase at least 90 days before the effective date of the rent increase. The increase notice must state the amount of the increase, the amount of the new rent or housing costs, and the effective date of the increase.

If your Landlord raises your rent by amounts totaling 10% or more during any 12-month period, you may have the right to request relocation assistance. You must write to your Landlord within 45 days of receiving a rent increase to request relocation assistance. Your landlord then has the obligation to pay you the relocation assistance amount within 31 days of receiving your notice. You then have the obligation to, within 6 months, either pay back the relocation assistance and stay or provide your Landlord with written notice that you're terminating your tenancy and then move out. Either way, you must pay the increased rent while you continue to rent the unit.

## Relocation Assistance Amount

Unless your landlord is exempt you may have the right to the relocation amount as listed below. Amounts are dependent on the number of bedrooms being rented on a rental agreement. You have the right to one relocation assistance amount per rental agreement, not per tenant.

Studio, SRO, or rented bedroom in a shared house: \$2,900

One-bedroom unit: \$3,300

Two-bedroom unit: \$4,200

Three-bedroom unit or larger: \$4,500

## Exemptions

In some circumstances, your landlord may be exempt from paying relocation assistance. Most exemptions require the landlord to provide to the tenant an Acknowledgement Letter from PHB. If you receive an Acknowledgement Letter, closely review it for details about the exemption. For more information, visit [<https://www.portland.gov/phb/rental-services/renter-relocation-assistance>] or call the PHB Rental Services Office at 503-823-1303.

## Penalties

If your Landlord does not meet their obligations under Portland's relocation assistance law you may have the right to legal recourse to protect your rights. A Landlord that fails to comply with any of the requirements above may owe you up to 3 times your rent as well as the Relocation Assistance amount, reasonable attorney fees and other costs.



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If you believe you have been harassed or discriminated against because of your race, color, national origin, religion, gender, familial status, disability, marital status, source of income, sexual orientation including gender identity, domestic violence, type of occupation, or age over 18 seek legal guidance regarding your rights under Fair Housing law.

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번역 및 통역 | Письмовий або усний переклад | Turjumida ama Fasiraadda

الترجمة التحريرية والشفوية | ການແປພາສາ ຫຼື ການອະທິບາຍ

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