



**CITY OF PORTLAND**  
 OFFICE OF MANAGEMENT AND FINANCE  
 BUREAU OF REVENUE AND FINANCIAL SERVICES

Ted Wheeler, Mayor  
 Jennifer Cooperman, Chief Financial Officer  
 Thomas W. Lannom, Revenue Division Director

Scott Karter, Program Manager  
 Revenue Division  
 111 SW Columbia Street, Suite 600  
 Portland, Oregon 97201-5840  
 (503) 823-5157  
 FAX (503) 823-5192  
 TDD (503) 823-6868

**Account Number:**  
**License Year:**  
**Invoice Date:**  
**DUE DATE:**

PROPERTY ADDRESS:

**RE: Property Management License Fee**

**Notice of Fees**

The Revenue Division has made a preliminary determination that \_\_\_\_\_ is engaged in a property management activity for the property address listed above, which is within the Central Eastside Industrial District, and is therefore subject to the license fee requirement.

**If you disagree with this determination you must appeal to the Revenue Division within 30 days.** The fee is payable in two installments. Failure to pay an installment by its due date will result in penalties and interest. **Failure to pay this invoice within 90 days could result in assessment of civil penalties of up to \$500.**

Invoice #	Due Date	Description	Amount
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Payment Due by	Minimum Due:	or Full Payment:
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This invoice does not include past due balances. If you have any questions or need assistance, please contact: Roger Kopyy at 503-865-2857 or via email: Roger.Kopyy@portlandoregon.gov

↑ Detach and return with payment ↑

**Account:**

Address Correction	_____
	_____
	_____

**City of Portland  
 Property Management License Fee**

Invoices: \_\_\_\_\_ & \_\_\_\_\_

mail payment to:

PROPERTY MANAGEMENT LICENSE PROGRAM  
 REVENUE DIVISION  
 CITY OF PORTLAND  
 PO BOX 984  
 PORTLAND OR 97207-0984

Due Date:

Minimum Due:

Full Payment:

Payment Total: \$

Make check payable to City of Portland

***How Your Fee Amount was Calculated***

Account: #: \_\_\_\_\_ Licensee: \_\_\_\_\_  
 License Year: \_\_\_\_\_ Property Name: \_\_\_\_\_  
 Property Use: \_\_\_\_\_ Location: \_\_\_\_\_

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**CALCULATION OF FEE AMOUNT**

Description	Value

**PROPERTY INFORMATION**

Parcel	Square Feet Improvement	Square Feet Land	Assessed Improvement Value	Adjustment	Adjusted Improvement Value	Apportionment	Apportioned Improvement Value	Apportioned Square Feet Land	Apportioned Sq Ft Improvement