



Portland Housing Bureau

Rental Services Office

Mayor Ted Wheeler • Director Shannon Callahan

421 SW 6th Avenue, Suite 500 • Portland, OR 97204

PHONE 503-823-1303 • FAX 503-865-3260

portlandoregon.gov/phb/rso

Rental Services Helpdesk Hours

MON, WED, FRI 9–11am and 1–4pm

Statement of Applicant Rights and Responsibilities Notice Required Under Portland City Code Title 30.01.086.C.3.C

Within the City of Portland, a landlord is required to include this notice (*Notice 30.01.086.C.3.C*) with application forms for rental housing.

City of Portland Applicant Rights

The City of Portland has adopted local requirements that provide additional rights and responsibilities for landlords and applicants for rental housing, beyond state law requirements, during the advertising and application process. These additional requirements cover:

- How available rentals are noticed and what information is included in the notice
- What information must be included in the application forms
- How applications are processed and the order that applicants will be considered
- What income requirements are acceptable
- How much can be charged in security deposits
- How much can be charged in screening fees
- What the screening criteria options are for a landlord (low barrier or landlord choice)
- What the process for denying an applicant is for either screening criteria option
- How applicants can appeal a landlord's decision
- Landlords or rental units that are exempt from the City of Portland requirements
- Penalties for failure to comply with City of Portland requirements

Detailed information is available at: [www.portlandoregon.gov/phb/79521] or by contacting the Rental Services Office at (503) 823-1303 or rentalservices@portlandoregon.gov.



