

DOWNTOWN & WEST UNIVERSITY SERVICE DISTRICTS FAQs

What are the fee rates?

Downtown

Inner- \$0.04

Outer- \$0.03

Basement- \$0.01

Hotel/Motel- \$7.50 per occupied room on average

West University

Fee- \$0.04

Hotel/Motel- \$7.50 per occupied room on average

When are the quarters?

The quarters are as follows:

January-March; April-June; July-September; October-December

What is considered occupied space?

Occupied space is defined as “except for exempt property, that portion of a building within the Service District that is leased for non-residential purposes, or, if owner-occupied, “occupied space” specifically includes, but is not limited to, portions of a building used for commercial or other office space, or storage space, basements, rooms or units of hotels and motels within the service district that are occupied for overnight lodging, and portions of hotels and motels that are used for retail or food/drink activities. Parking lots are not considered occupied space.

What is considered residential space?

A building or portion thereof occupied or offered for occupancy as a permanent place of residence, with kitchen, bath and other necessary amenities.

How do I establish up my Hotel/Motel fee?

Hotels/Motels pay a fee based on average number of occupied rooms over the previous three months. To get this amount- add up the number of rooms occupied over the past three months, then divide this number by three, and finally multiply this number of rooms by \$7.50. Hotels/Motels will also report on the total square footage of space utilized for food/drink related activities (restaurants, bar areas, seating for these uses, etc.). This space is considered occupied space.

How do I pay?

Payment can be made by mailing or delivering a check or money order payable to the City of Eugene. The mailing address is City of Eugene, PO Box 1967, Eugene, Oregon 97440. The delivery address is City of Eugene, 100 W. 10th Avenue, Suite 400, Eugene, Oregon 97401.

Why do you need to know the tax lot information, and how do I find it?

You can find your property’s tax lots on any legal ownership documents. Tax lots provide the most fine-grain way to address each piece of property within the Districts. By accounting for all of the tax lots, we can be sure that we are addressing all paying properties. Sometimes a property may include multiple tax lots, sometimes it may only include one.

I just bought or sold a property in the Service District- what now?

It is your responsibility as a property owner to address the Occupancy Fee and any approved exemptions whether you are buying or selling a property within 30 days of the date of such change. If you are selling a property, pay through your ownership of that property and indicate the forthcoming transaction on the reporting sheet. If you are buying a property, begin reporting on your property with the appropriate sheets once you have assumed legal ownership. It is helpful for the City to know if a property transaction is forthcoming as to adjust account information.

My tenant from two years ago could have been exempt? Can I get a refund?

Under City Ordinance, refunds will not be issued for prior potential exemptions. Property owners that willingly pay the Occupancy Fee are not eligible for any sort of refund or credit.

I didn't know this existed! Am I still required to pay my owed fees?

As a property owner you are responsible for understanding the laws that impact your asset, and you are responsible to pay what you owe. However, we recognize that this can be an oversight upon buying property, so please call us with your unique situation to discuss the details.