



Downtown Service District Occupancy Fee Report

For questions, call:

Downtown Eugene, Inc: 541-343-1117
 City of Eugene Community Development: 541-682-5480
 City of Eugene Billing: 541-682-5035

OFFICE USE ONLY	
Date received	
Postmark date	

THE OCCUPANCY FEE IS A REQUIRED PAYMENT PURSUANT TO EUGENE CODE 3.650-3.680

Print completed form and mail with payment to: City of Eugene | PO Box 1967 | Eugene, OR 97440

MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF EUGENE. To pay by Visa or MasterCard, contact our office.

SEE NEXT PAGE FOR ADDITIONAL INSTRUCTIONS

Account Information			
Property address		Account number	Tax lot(s)
Name of property owner	Mailing address	City, State, Zip	
Phone number	Email address	Exemption certificate number	Reporting quarter

TENANT SCHEDULE:

Please use tenant schedule form to list all tenants of the building and the square footage they occupy.

FORM DUE BY THE 10TH DAY OF THE FIRST MONTH OF EACH QUARTER (JANUARY, APRIL, JULY, OCTOBER)

All information reported should be reflective of the date postmarked.

OCCUPIED SQUARE FOOTAGE

1. Total building square footage (exclusive of basement)	
2. Exempt square footage	
3. Vacant square footage	
4. Occupied square footage (line 1 minus lines 2 & 3)	
5. Multiply line 4 by your District fee (\$0.03 for outer \$0.04 for inner)	

HOTEL/MOTEL PER ROOM CHARGE (IF APPLICABLE)

6. Average number of rooms rented over last three months	
7. Multiply line 6 by hotel/motel room fee of \$7.50	

BASEMENT SQUARE FOOTAGE

8. Total basement square footage	
9. Exempt basement square footage	
10. Vacant basement square footage	
11. Occupied basement square footage (line 7 minus lines 8 & 9)	
12. Multiply line 10 by the basement fee of \$0.01	

13. Add lines 5, 7, & 12 for the total Occupancy Fee due	
14. Penalties and interest due	
15. TOTAL DUE (sum of lines 13 & 14)	

PAYMENT AMOUNT ENCLOSED

\$

Signature

I declare, under penalty of false swearing, that to the best of my knowledge, the information herein is true, correct, and complete.

Signature	Title	Date
-----------	-------	------

INSTRUCTIONS

General Information

Each property owner is required to file a report and pay the Occupancy Fee quarterly. You must file a report even if there is an exemption on the property or if no fee is collected.

This remittance form can be filled out electronically or manually, then printed and mailed together with payment. In either case, please review all calculations for accuracy.

Due Date

Your report and payment of the fee is due quarterly on or before the 10th day of the first month of the quarter.

Instructions

Line 1. Building square footage: Enter the total square footage of the building (not including basement space).

HOTELS/MOTELS: Do not complete this line, go to line 4.

Line 2. Exemptions: This is the amount of exempt square footage approved by the City of Eugene on the Certificate of Exemption. If you are currently applying for an exemption, enter the amount applied for on the application. If your application is not approved, you will be required to file a corrected report and pay any additional fees determined to be due. Exemptions are not valid until applied for and approved. Properties with an exempt use that have not applied for and received an Exemption Certificate are responsible for paying all owed fees.

Line 3. Vacant square footage: Enter the total square footage of vacant space in your building (exclusive of basement). If the space is used in any capacity, it is not considered vacant. Usage includes hallways, common areas, and storage areas.

Line 4. Occupied square footage: Enter the total square footage of your building that is currently leased or used for non-residential purposes. Do not include exempt square footage or basement. HOTELS/MOTELS: Enter the total square footage of the portion used for retail or food/drink activities.

Line 5. Occupancy Fee rate: The applicable fee rate is dependent upon the property location: Properties in the Inner District are charged \$0.04 per occupied square foot, Outer District are charged \$0.03 per occupied square foot. To determine your District Fee rate, reference EC 3.650(1)(c).

Line 6 & 7. Per room charge: If you are reporting for a HOTEL/MOTEL the occupancy fee is \$7.50 per room per quarter. Calculate the average number of rooms rented for the previous three months and multiply that by \$7.50. Please include the number of rooms used in the calculation.

Line 8. Basement square footage: Enter the basement square footage of your property, if any.

Line 9. Exempt basement: Enter the amount of exempt basement square footage approved by the City of Eugene on the Certificate of Exemption.

Line 10. Vacant basement: Enter the total square footage of vacant basement in your building. If the space is used in any capacity, it is not considered vacant. Usage includes hallways, common areas, and storage areas.

Line 11. Occupied basement: Enter the total square footage of your basement that is currently leased, used for non-residential purposes, or used for storage.

Line 12. Occupied basement fee rate: The applicable fee rate for occupied basement space is \$0.01 per square foot.

Line 14. Penalties: A penalty of 1.5% interest per month from the first day of the quarter to the date paid shall be imposed on payments not received by the due date. A late penalty of an additional 10% shall be required if a person fails to file the occupancy fee report and pay the fee due by the date due, or by the end of a granted extension of time. A penalty of 15% of the actual amount due during a quarter shall be imposed for failure to correct an underestimated payment prior to the end of the quarter. Any interest or penalties imposed pursuant to this section shall be due and payable within ten days from the date of delivery of the notice.

Line 15. Total due: Sum of lines 12 & 13.

Enter the payment amount enclosed, and sign and date your return.

Payment Options

Mail completed remittance form together with payment to:

**City of Eugene
PO Box 1967
Eugene, OR 97440**

MAKE CHECK OR MONEY ORDER PAYABLE TO CITY OF EUGENE.

Do not attach payment to form. To pay by Visa or MasterCard, contact our office. Credit card service fees apply.

Applicable Eugene Code

[Eugene City Code Chapter 3 Section 3.650-3.680](#)

Additional Information

- Occupied space only applies to buildings; parking lots are not considered occupied space.
- If a property transfers ownership, the property owner is responsible for alerting the City of this change. An owner is responsible for Occupancy Fees for the full duration of their ownership of the property.
- The property owner is responsible for updating exemptions as tenants change. Failure to update tenants can result in underestimated or inaccurate reports which are subject to penalties and interest.
- The City of Eugene assumes no responsibility for reports or fees lost in transit.
- Failure to submit your payment on time will incur penalties and interest. Inaccurate reports submitted timely may also incur penalties and interest.
- More information is available at www.eugene-or.gov/3874/Service-Districts

Contact Information

Billing Inquiries_____	541-682-5035
Billing Fax_____	541-682-5802
City of Eugene Community Development_____	541-682-5480
Downtown Eugene, Inc._____	541-343-1117

