



# **Senior Citizen Assessment Deferral**

**Dallas City Code Section  
3.300-3.325**



# Senior Citizen Assessment Deferral

Dallas City Code 3.300-3.325

Official Use Only
File # _____
Date _____

Applicant's Name

Complete Address

Phone

Email

Applicant's Date of Birth

Please provide a description of the property subject to assessment.

Amount of the unpaid assessment \$

Date of the assessment you are requesting to defer

List the book and page of the public record in the office of the Polk County clerk that states the applicant's interest in the assessed property:

Book

Page

I, the above-named applicant do hereby certify and declare that the assessed property listed above constitutes my primary residence. Further, I certify that I am the sole occupant of the property / head of the household at that property (strike the statement that is not applicable) and I am retired from employment and maintain myself on a static or fixed income.

By signing below, I certify that the information contained above is true and correct to the best of my knowledge.

Applicant's Signature

Date

**Please return completed form to: City Manager's Office  
187 SE Court Street  
Dallas, OR 97338  
503-831-3502  
[recorder@dallasor.gov](mailto:recorder@dallasor.gov)**

## Dallas City Code Section 3.300 - 3.325

**3.300 Definition.** For the purpose of sections 3.305 to 3.325, "senior citizen" means a natural person, sixty-five year of age or older, not employed on a full-time basis, and maintaining himself or herself on a static or fixed income.

**3.305 Deferral of Assessment.** A senior citizen living alone or as the head of a household, who is the owner of not less than an undivided one-half interest in the fee of real property as a tenant in common or by the entirety, and who maintains his or her residence on real property that has been or may be assessed for a share of the costs of a public improvement, may apply to the city manager to defer payment of the assessment.

**3.310 Application Forms.** Application forms shall be prepared and furnished by the city manager. The application form shall include:

- (1) The name, address, and birthdate of the applicant.
- (2) A description of the assessed property.
- (3) The amount of the unpaid assessment.
- (4) The book and page of the public record in the office of the Polk County clerk that states the applicant's interest in the assessed property.
- (5) A statement that the assessed property constitutes the primary residence of the applicant.
- (6) The status of the applicant as sole occupant of property, or as head of a household.
- (7) A statement that the applicant is retired and on a static or fixed income.
- (8) Any other information the city manager may require from the applicant bearing on the question of whether the payment of the assessment will constitute a hardship on the applicant to justify the deferral of the payment.

**3.315 Council Review.**

- (1) The city manager shall review each application for deferment of the payment of assessments and make a recommendation to the council not later than 21 days from the receipt of the application.
- (2) The council shall accept or reject the recommendation and grant or deny such deferral. If the council fails to act within 21 days after the receipt of the city manager's recommendation, the application for deferral will be considered denied.
- (3) The council may deny any application for the deferment of the payment of an assessment for a public improvement for any reason. Acceptance will be based only on a finding by the council that a hardship exists.

**3.320 Application Approval.** If the council grants the application for the deferment of the payment of an assessment, the effect will be as follows:

- (1) The applicant will not be required to make any payment of principal or interest on the assessment after the date the application is granted, except as otherwise provided in sections 3.300 to 3.325.
- (2) The assessment will continue to be a lien against the property assessed to the same extent and with like effect as in the case of other assessments for public improvements, except that payment shall be deferred as provided in subsection (1) above.

**3.325 Term of Deferral.**

- (1) The deferral of the payment of the assessment shall continue from the date it is granted until the happening of any one of the following events:
  - (a) The disposal of the property subject to the assessment by the applicant by sale, gift, or otherwise.
  - (b) The abandonment or relinquishment of the property subject to the assessment by the applicant as his or her primary residence.
  - (c) The death of the applicant.
- (2) From the granting of the application for the deferral until the happening of any of the events contained in subsection (1), no proceedings will be instituted by the city to foreclose the assessment.

Form #

Last Revised: 8/24/2020

Location: I:\ADMIN\CITY MGR\FORMS FOR WEBSITE\2020 Forms Project\Revised Forms