

**Sample Letter from Authorized Business Firm in an Enterprise Zone to maintain "active" status of authorization if unused after two years**

Unless the authorized business firm has filed or is filing with the county assessor to claim the enterprise zone exemption on qualified property, then this sort of letter or similar written statement must be submitted after January 1, but on or before April 1:

- (a) If the business firm was authorized more than two years before January 1, or
- (b) The same such letter was last sent two years earlier.

If such a written statement is not so submitted to both the local zone manager and county assessor, then the authorization becomes "inactive." The business firm may still claim an exemption, but a filing fee will be required to do so under ORS 285C.165.

---

---

**{Letterhead of Authorized Business Firm}**

DATE

Local Zone Manager \_\_\_\_\_ County Assessment  
OR 97 OR 97

**SUBJECT: Oregon Enterprise Zone Authorization**

Dear M \_\_\_\_\_ and M \_\_\_\_\_:

On \_\_\_\_\_, 200\_\_, my firm submitted an application for authorization in the \_\_\_\_\_ Enterprise Zone. The application was approved \_\_\_\_\_, 200\_\_.

**This letter affirms and attests to my firm's continued intent to complete the investment proposed with that authorization and to seek the enterprise zone exemption.**

Currently, we plan to initially place qualified property in service by \_\_\_\_\_ 200\_\_, filing an exemption claim with the county assessor between January and April 1 immediately thereafter.

With respect to anticipated/proposed hiring and investment, the descriptions and estimates given in the application are [unchanged.] [modified as follows:]

*[For purposes of an extended property tax abatement period, I acknowledge that the average annual wage, on which the compensation requirement is based, is now updated to equal the most recently available level of the county.]*

**X**  
[Printed Name]  
[Title]  
[Telephone]