

Certification Number \_\_\_\_\_

Provided by ODA



## Request for Certification of Machinery and Equipment for Property Tax Exemption

### Facility Information

Tax Year for which you are filing \_\_\_\_\_

Company DBA Name as shown on ODA License \_\_\_\_\_

Company Legal Owner Name as shown on ODA License \_\_\_\_\_

Facility Address \_\_\_\_\_  
Street City State Zip

Facility Contact Person for Inspection \_\_\_\_\_  
Name Phone Email

## Instructions for Requesting Certification of Machinery and Equipment for Property Tax Exemption

It is recommended that you submit this request two weeks prior to the March 1 property tax filing deadline to allow adequate time to schedule and perform the certification. This request is for new certifications. You will receive a separate form for previously certified machinery and equipment.

1. Complete the required Department of Revenue (DOR) exemption request form(s), which can be found on the web at <http://www.oregon.gov/dor/ptd/303-085.shtml>. If you have questions about applying for exemptions, call DOR.
2. Complete this Oregon Dept. of Agriculture request for certification of machinery and equipment for property tax exemption. If you have any questions, call the ODA office at 503-986-4720.
3. Print and fax the completed ODA Certification Request form along with the DOR Exemption form(s) to the Oregon Department of Agriculture 503-986-4729 or mail the forms to Oregon Department of Agriculture Food Safety Division; 635 Capitol Street NE; Salem, Oregon 97301-2532. Call 503-986-4720 if you have questions.
4. An ODA Food Safety Specialist will contact your firm to set an appointment to visit your facility to inspect the machinery & equipment.
5. After inspection, the ODA Food Safety Specialist will leave signed original certification(s) with your firm for you to submit to the Oregon Department of Revenue. The Food Safety Division will keep a copy of the certification on file.