# 2012 Elderly Rental Assistance Program Form 90R and Instructions



Elderly Rental Assistance (ERA) is for low-income people age 58 or older who rent their home. ERA is based on your income, assets, and the amount of rent, fuel, and utilities you paid. The property you rent must be subject to property tax. If the property you rent is exempt from property tax you are not eligible for ERA unless the property owner makes a "payment in lieu of tax" (PILOT). You must file a Form 90R to receive ERA.

#### You qualify for ERA if *all* the following are true:

- You or your spouse/registered domestic partner (RDP) were age 58 or older on December 31, 2012;
   and
- You and your spouse's/RDP's household income was under \$10,000; and
- You paid more than 20 percent of your household income for rent, fuel, and utilities (see "Special instructions" on this page); and
- The total value of you and your spouse's/RDP's household assets is \$25,000 or less (if you or your spouse/RDP are age 65 or older on December 31, there is no limit on the value of household assets); and
- You rented an Oregon residence that was subject to property tax or PILOT; and
- You lived in Oregon on December 31; and
- You didn't own your residence on December 31 (if you live in a manufactured home, see page 2).

**Household income** includes all taxable and nontaxable income. See page 2.

**Fuel and utilities** include the amount you paid in 2012 for lights, water, garbage, sewer, and heating. Do not include food expenses or payments for telephone, cable tv, or internet access.

**Household assets** include real and personal property described on page 3. See the list on Form 90R.

#### When do I file Form 90R?

Claim Year	File By	<b>Accepted Until</b>
2012	July 1, 2013	July 1, 2016

#### Where do I send Form 90R?

ERA CLAIMS PO Box 14700 Salem OR 97309-0930

## When will I get my assistance check?

If you file Form 90R by July 1, 2013, your ERA check will be mailed to you in November. If your Form 90R is filed **after** July 1, your check can't be issued until November 2014.

#### Fraudulent claims

Filing a fraudulent Form 90R is against the law. You could be charged with a class C felony. You could be fined up to \$100,000 and serve a jail sentence. You would also be required to pay back twice the amount you received plus interest.

## **Special instructions**

**Single.** If you were single on December 31, 2012, list only the rent, fuel, and utilities you actually paid. Do not list any amounts paid by anyone else.

**Roommates.** Each roommate can file for ERA. The amount of assistance is based on the rent, fuel, utilities, household income, and assets of each person. List the names of all renters and the rent, fuel, and utilities you **alone** paid.

**Recently married/registered.** Did you marry or register your domestic partnership during 2012? If so, you must file jointly. Include the rent, fuel, and utilities paid both separately and together.

Married/RDP—living together. If you were married/RDP and living together on December 31, you must file jointly. The assistance is based on the rent, fuel, utilities, household income, and assets of both people.

Married/RDP—living apart. If you were married/RDP and permanently living apart on December 31, you may file separately. List only the rent, fuel, and utilities **you** paid. File jointly if you are only temporarily living apart.

**Deceased persons.** You cannot file a Form 90R for a deceased person.

Clergy. Members of the clergy who live in housing provided by the church may be eligible for assistance. You qualify if you paid rent and the property was subject to Oregon property tax.

Your minister's rental allowance must be included in household income even if it is not taxable.

**Apartment managers.** Include only the rent you actually paid on the Form 90R rent schedule. Don't include the value of free rent.

## **Special living places**

The amount of assistance depends on the kind of housing you lived in. Note: If your residence is exempt from property taxes, you are not eligible to file for ERA unless the property owners make a PILOT. Contact your landlord if you don't know if your residence is subject to property tax or PILOT.

Partially exempt property. If your residence is partially exempt from property taxes, you are allowed to file an ERA claim based on the percentage that is subject to Oregon property taxes. For example, if the property you rent is 75 percent exempt from property taxes, you may file a claim based on 25 percent of the rent you actually paid.

**Manufactured homes.** You are allowed to file a claim based on the rent you actually paid for your manufactured home, your land, or both. If you owned both on December 31, you don't qualify for ERA.

**Low-income housing.** You can file for ERA only on the rent you actually paid. **Note:** If your low-income housing is exempt from property taxes, you can't file for ERA unless the owners make a PILOT.

Nursing home residents. If you lived in a nursing home, you may file for ERA. Nursing home payments include medical care and other expenses, not just rent. Generally, 20 percent of your total payment is considered rent, and 3 percent is considered fuel and utilities.

If you lived in a nursing home on December 31, while your spouse/RDP rented a separate residence, each of you can file a separate Form 90R for assistance. You may file for assistance based on your nursing home rent if it is subject to property tax. Show only your own household income on Form 90R. Your spouse/RDP will file a separate Form 90R.

If you lived in a nursing home on December 31, and your spouse/RDP lived in a home you owned, you may file for assistance based on your nursing home rent. Show only your own household income on Form 90R. Your spouse/RDP doesn't qualify for ERA.

**Retirement/care home or facility.** Generally, 60 percent of your total payment is considered rent, and 10 percent is considered fuel and utilities.

**Group homes.** Generally, 60 percent of your total payment is considered rent, and 10 percent is considered fuel and utilities. **Note:** If your group home is exempt from property taxes, you can't file for ERA.

**Boarders.** Generally, 60 percent of your room and board payment is considered rent, and 10 percent is considered fuel and utilities.

Renting from relatives. If you pay rent to a relative for the right to occupy the property, you may qualify for ERA. You must have a signed rental agreement and the relative you pay rent to must report the rental income. Keep a copy of the signed agreement along with your rent receipts for your records.

**Licensed trailers.** If you lived in a licensed travel trailer that's not on the county property tax rolls, and you rented the land, you may file a claim based on the land rent you paid.

#### You don't qualify for ERA if you lived in:

- Cooperative housing or
- A nonprofit home for the elderly.

# Form 90R instructions

#### Name and address section

Clearly print or type your name, address, Social Security number, and date of birth on Form 90R.

**Important**—If your address changes before November 2013, notify us. See page 4 for numbers to call.

Date of birth. You or your spouse/RDP must be age 58 or older as of December 31, 2012, to qualify for ERA. You must enter the date of birth for yourself and your spouse/RDP on Form 90R or your claim may be denied.

#### **Household income**

Household income includes taxable and nontaxable income of both spouses/RDPs living in the same household. It doesn't include your spouse's/RDP's income if you were permanently living apart on December 31. It also doesn't include income of any other person living with you, except your spouse/RDP.

Use Form 90R lines 1–19 to figure your household income. See pages 4-6 for a household income checklist.

Nonresidents and part-year residents who lived in Oregon on December 31, 2012. Include all taxable and nontaxable income for the entire year. Include income from sources inside and outside Oregon.

#### **Line instructions**

Instructions are for lines not fully explained on the form.

**Note:** You must round off cents to the nearest dollar. For example, \$12.49 becomes \$12.

#### Work and investment income

Fill in the total amount received during the year.

 Interest and dividends. Fill in your total taxable and nontaxable interest and dividends. Don't include "return of capital" dividends or insurance policy "return of premium" dividends.

#### Note for lines 3, 4, and 6:

- If you had a net loss, it is limited to \$1,000.
- Include income from partnerships and S corporations.
- Do not reduce these items by net operating loss carryovers and carrybacks.
- Limit the combined total of your depreciation, depletion, and amortization deductions to \$5,000.
- 5. Total gain on property sales. Fill in your total gain from any property sales: stocks, bonds, land, or other property. If you had a net loss, you can subtract up to \$1,000. Don't include any gain you deferred or excluded from the sale of your house.

#### **Retirement income**

For each of the following, fill in the total amount you received during the year.

Income (SSI), Social Security Disability Insurance (SSDI), and railroad retirement. Fill in the total taxable and nontaxable Social Security, SSI, SSDI, and Railroad Retirement Board benefits you received in 2012. Include Social Security before any Medicare premium deductions. Do not include reimbursed medical expenses. Include any amounts you received in your name from Social Security for the benefit of a minor child.

10. Pensions and annuities. Fill in the total pension and annuity income you received in 2012. Federal pensions: Be sure to include your total taxable and nontaxable pension income. Don't include your contribution to the plan. Include lump-sum distributions and death benefits.

#### Other income

- 12. Children, Adults, and Families (CAF). Fill in the total amount of public assistance you received. Include amounts received from Seniors and People with Disabilities. Also include Temporary Assistance for Needy Families (TANF). You should have received an Assistance Summary statement that shows the amount you received. Don't include:
  - Special Shelter Allowance portion of TANF.
  - Amounts for food stamps or surplus foods.
  - Payments for medical care, drugs, medical supplies, and services related to medical care for which you received no direct payment.
  - In-home services approved by the Oregon Department of Human Services.
  - Reimbursement of expenses from participating in work or training programs.

If you receive public assistance benefits for your nursing home costs, include 23 percent of that payment as public assistance income. Generally, 23 percent of the payment is rent plus utilities and fuel (see "Special living places" on page 2). Don't include payments to your nursing home for medical care, drugs, or medical supplies.

- **14. Veteran's and military benefits.** Fill in your **total** taxable and nontaxable veteran's benefits, GI Bill benefits, family allowances, and educational allowances.
- **15. Family support, gifts, and grants.** Add **all** the gifts, grants, and scholarships you received. Include any amounts you received from others to help pay your expenses. You can exclude up to \$500 from household income. Don't include federal grants to improve your home.
- **16. Other sources.** See the household income checklist on page 4.
- 21. Household assets.

Single or married—living apart. Complete the household assets list on the back of your Form 90R. If the total value of your household assets is more than \$25,000 you don't qualify for ERA.

Married/RDP—living together. Complete the household assets list on the back of your Form 90R. If the total value of both your household assets combined is more than \$25,000, you don't qualify for ERA. Include property you own together and separately.

**Note:** Examples of items **not** to include are: TVs, VCRs, computers, cars, furniture, appliances, rings, and bicycles. (This is not intended to be a complete list.)

## **Qualifying rent**

#### 22. Total Oregon rent you paid during 2012.

Include all Oregon rent you paid for each residence you rented in 2012. Rent doesn't include advance rent or deposits for keys, cleaning, or security. Keep your rent receipts for at least three years.

If the property you rented was partially exempt from property taxes, or you lived in a nursing home, retirement/rest home or center, group home, or pay room and board, only a portion is qualifying rent. See "Special living places" on page 2.

- 23. Special Shelter Allowance (TANF). Did you receive TANF? If you did, the Assistance Summary statement you received shows the amount of your TANF. Fill in the amount from the notice on this line. This allowance is an advance payment of ERA and will reduce the amount of your assistance.
- **24. Fuel and utilities.** Include the amount you paid during 2012 for lights, water, garbage, sewer, and heating while living in Oregon. **Don't** include amounts for telephone, cable, or internet.

If the total of lines 22 and 24 is 20 percent or less of your total household income on line 20, then you don't qualify.

If you lived in a nursing home, retirement/rest home or center, group home, or paid room and board, see "Special living places" on page 2.

**25.** Nursing home, retirement/care home or facility, or group home. Check the box that applies. Generally, a nursing home provides medical care, but retirement/care homes or centers and group homes don't.

**ERA payment.** We will figure your assistance amount for you. Remember your assistance

payment will be reduced by any TANF you received in 2012.

## Sign and mail Form 90R

Before you mail Form 90R, check for the following:

- ✓ Were you or your spouse/RDP age 58 or older on December 31? Did you fill in your date of birth and your spouse's/RDP's date of birth?
- ✓ Did you and your spouse/RDP sign and date Form 90R?
- ✓ Did you complete the entire form? An incomplete claim could delay your assistance until next year.

**Remember**—You must file Form 90R by July 1, 2013 so we can process and issue your payment in November 2013.

# Have questions? Need help?

<b>General tax information</b> www.oregon.gov/dor Salem
Asistencia en español:  En Salem o fuera de Oregon 503-378-4988 Gratis de prefijo de Oregon1-800-356-4222
TTY (hearing or speech impaired; machine only): Salem area or outside Oregon503-945-8617 Toll-free from an Oregon prefix 1-800-886-7204
<b>Americans with Disabilities Act (ADA):</b> Call one of the help numbers above for information in alterna-
tive formats.
Household income checklist
Household income checklist  Use this list to decide if an item must be included
Household income checklist  Use this list to decide if an item must be included in total household income.
Household income checklist  Use this list to decide if an item must be included in total household income.  Alimony and separate maintenance
Household income checklist  Use this list to decide if an item must be included in total household income.  Alimony and separate maintenance

Capital losses (in year determined)

Child support included in

4

(losses limited to \$1,000)......Yes

Child support......Yes

public assistance ......Yes

Clergy's rental or housing allowance,	Gains on sales (receipts less cost) Yes
in excess of expenses claimed to	Excluded gain for Oregon on sale of home No
determine federal AGI Yes	Gambling winnings (before losses) Yes
Compensation for services performed	Gifts and grants (totaling more than \$500)Yes
Back payYes	CashYes
BonusesYes	Gifts from spouse/RDP in the same
Clergy's feesYes	householdNo
Commissions	Gifts other than cash (report at fair
Director's fees Yes	market value)Yes
Fees in general (trustee, executor,	Payment of indebtedness by another Yes
jury duty)Yes	•
Lodging for convenience of employerNo	Grants and payments by foreign
Meals for convenience of employerNo	governments (nontaxable) Yes
SalariesYes	Grants by federal government for
Severance payYes	rehabilitation of homeNo
TipsYes	GratuitiesYes
WagesYes	
Deferred compensation	Hobby income Yes
Contributions madeNo	Honorariums Yes
Payments received	Individual Retirement Arrangement (IRA)
•	Conventional IRA
Depletion in excess of basis Yes	Payments receivedYes
Depreciation, depletion, and	Payments contributedNo
amortization in excess of \$5,000 Yes	Rollovers or conversionsNo
	Roth IRA
Disability income (entire amount) Yes	Payments receivedNo
Dividends, taxable and nontaxable Yes	Payments contributed Yes
Credit union savings account	Rollovers or conversionsNo
"dividends" (interest)Yes	InheritanceYes
Insurance policy "dividends" (return	From spouse/RDP who resided with you No
of premium)No	•
Return of capital dividendsNo	Insurance proceeds
Stock dividendsYes	Accident and health
Tax-exempt dividends Yes	Disability payments
Earned income credit, advancedNo	Employee death benefits
	Life insurance Yes
Estate and trust income (also see	Personal injury damages (less
Inheritance) (losses limited to \$1,000) Yes	attorney fees)
Farm income (reduced by expenses)	Property damage if included in
(losses limited to \$1,000)Yes	federal income
Agricultural program payments Yes	Reimbursement of medical expenseNo
Patronage dividendsYes	Sick pay (employer sickness and
Proceeds from sale of crops/livestock Yes	injury pay)
Rents	Strike benefits Yes
Sale of services	Unemployment compensation
FellowshipsYes	Workers' compensation
•	Interest, taxable and nontaxable Yes
Foreign income (nontaxable) Yes	Contracts Yes
Foster child care (reduced by expenses) No	Municipal bonds and other securities Yes
Funeral expenses receivedNo	Savings accounts
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U.S. Savings BondsYes	Women, Infants, and Children
Losses on sales (to extent used in	program (WIC)No
determining AGI) (limited to \$1,000) Yes From sales of real or personal	Railroad Retirement Board benefits Yes
property (nonbusiness)No	Refunds
Lottery winningsYes	Earned income creditNo
Lump-sum distribution (less cost	Federal taxNo
recovery)Yes	Property taxNo
-	Oregon income taxNo
Military and veteran's benefits (taxable and nontaxable)	Other states' income tax (if in federal AGI) Yes
	Prior-year rental assistance paymentNo
Combat pay Yes Disability pensions Yes	
Educational benefits (GI Bill)	Reimbursements (in excess of expenses) Yes
Family allowancesYes	Rental allowances paid to ministers
PensionsYes	not included in federal AGIYes
Net operating loss carryback and carryover No	
	Rental and royalty income (reduced by
Partnership income (reduced by	expenses) (losses limited to \$1,000) Yes
expenses) (losses limited to \$1,000) Yes  Parsonage (rental value) or housing	Residence sales (see gains on sales) Yes
allowance in excess of expenses	Retirement benefits (see pensions and
used in determining federal AGIYes	Social Security)
Pensions and annuities (taxable and nontaxable) (reduced by cost	Scholarships (totaling more than \$500) Yes
recovered in the current year) Yes	Sick payYes
Prizes and awardsYes	Social Security (taxable and nontaxable) Yes
	-
Public assistance benefits       Yes         Aid to blind and disabled       Yes	Children's benefits paid to parent Yes
Child care paymentsYes	Children's benefits paid to your childNo
Child support included in public	Disability pension
assistanceYes	Medicare payments of medical expensesNo
Direct payments to nursing homeNo	Medicare premiums deducted from
Food stamps (or cash payments in lieu	Social Security Yes
of food stamps)No	Old-age benefitsYes
Fuel assistanceNo	Social Security Disability Insurance
In-home services approved by the	(SSDI) Yes
Department of Human Services	Supplemental Security Income (SSI) Yes
Medical payments to doctors	Survivor benefitsYes
Oregon Supplemental Income Program (OSIP)Yes	
Payments for medical care, drugs,	Stipends (totaling more than \$500) Yes
medical supplies, and services for	Strike benefits Yes
which no direct payment is receivedNo	Support from parents who don't live
Reimbursements of expenses paid or	
incurred by participants in work	in your household Yes
or training programsNo	Trust incomeYes
Special Shelter Allowance	Unemployment compensation Yes
Surplus food	
Temporary assistance to needy families Yes	WagesYes

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# 90R

# Oregon Elderly Rental Assistanc

2012

For department use only
Date received

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Last name		First nam	e and initial		Enter your Social Security no.	. (SSN)	Date of birth (	Date of birth (mm/dd/yyyy)		
Spouse's/RDP's last	name if joint claim	Spouse's	/RDP's first name and i	initial	Enter spouse's/RDP's Social Sec	urity no.	Date of birth (	mm/dd/yyy	y)	
Current mailing addre	ess				<b>-</b>		For d	epartment u	ıse onlv	
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City		State	ZIP code		Telephone number					
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Other income—	Totals for the entire <b>y</b>	ear								
	Its, and Families (publ									
	food stamps)				.00					
13 Unemployme	nt benefits			.• 13	.00					
14 Veteran's and	military benefits			14	.00					
15 Family suppo	rt, gifts, and grants: To	tal received	d <b>minus</b> \$500	15	.00					
16 Other sources	s: Identify			_ 16	.00					
17 Add lines <b>12 t</b>	through 16				• 17		.00			
18 Add lines <b>8, 1</b>	1, and 17						18		.00	
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l Spo	use's/RDP's signature (If filing	i jointiy, BOTH t	nust sign)		Address					

Mail your completed 90R to: ERA claims, PO Box 14700, Salem OR 97309-0930

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# **Rent schedule**

List the places you rented in Oregon during 2012. Attach additional schedules if needed.

Residence A

Residence B (if needed)

	!	nesidelice A			nesidefice b (ii fieed	eu)	
	Your street address,						
	city, state, ZIP code						
2.	Full name of each						
	roommate						
3	Landlord's name,						
	street address,						
	city, state, ZIP code,						
	and phone number						
4.	2012 rental period	From: T	ō:		From: T	Го:	
5	Rent you paid per montl	h 5A	\$		5B	\$	
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			<b>A</b>				
6.	Total rent you paid (per	address) 6A	\$		6B	\$	
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			and enter the total here. this form		7	\$	
_						L	
		2012	household asse	ets	list		
Us	e fair market value of you	r assets as of December	31, 2012. If you or your sp	ouse	/RDP are age 65 or olde	r, this list is <b>not</b> requ	uired.
	•				-	Φ.	
		s fair market value of mo	bile home)			\$	
2.	Personal property: A. Money on hand: Curre	anay ahaaka ar athara (	(identify)			\$	
	A. Money on hand. Cure	ency, checks, or others (	(identify)			<b>T</b>	
	B. Money on deposit:						
	Checking and savings	s account				\$	
	Certificates of deposi	t or others (identify)				\$	
	O Fd d						
	C. Funds on deposit:	o death of the insured w	here withdrawal is at you	ır ont	ion (incurance)	\$	
	Funds accruing due to	o original maturity of a p	olicy contract where with	ndraw	al is at your option	\$	
	gg	g	<b>,</b>				
	D. Money owed to you: F	Personal or business not	tes receivable or others (i	identi	ify)	\$	
	E. Value of shares of sto	ck:				\$	
	Shares in mutual fund	ı preterrea	or others (identify)			\$	
	Ghares in mutuai iuno	is and investment trusts	or others (identify)				1
	F. Value of assets or prop	perty used in a trade or b	ousiness in which you or y	our s	pouse/RDP		
	have an ownership inte	erest	on line 21 on the front of t			\$	
То	tal household assets. F	Fill in the total here and o	on line 21 on the front of t	this fo	orm	<b>\$</b>	

Form 90R, page 2 of 2 150-545-002 (Rev. 12-12)

# 90R

# Oregon Elderly Rental Assistanc

2012

For department use only
Date received

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Last name		First nam	e and initial		Enter your Social Security no.	. (SSN)	Date of birth (	Date of birth (mm/dd/yyyy)		
Spouse's/RDP's last	name if joint claim	Spouse's	/RDP's first name and i	initial	Enter spouse's/RDP's Social Sec	urity no.	Date of birth (	mm/dd/yyy	y)	
Current mailing addre	ess				<b>-</b>		For d	epartment u	ıse onlv	
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13 Unemployme	nt benefits			.• 13	.00					
14 Veteran's and	military benefits			14	.00					
15 Family suppo	rt, gifts, and grants: To	tal received	d <b>minus</b> \$500	15	.00					
16 Other sources	s: Identify			_ 16	.00					
17 Add lines <b>12 t</b>	through 16				• 17		.00			
18 Add lines <b>8, 1</b>	1, and 17						18		.00	
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here	r signature		Date		Signature of preparer other	than tax	payer	Licen	se no.	
<b>→</b>	unada (DDD) - alamata (16 cm)	inimit DOT!			A -1 -1					
l Spo	use's/RDP's signature (If filing	i jointiy, BOTH t	nust sign)		Address					

Mail your completed 90R to: ERA claims, PO Box 14700, Salem OR 97309-0930

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# **Rent schedule**

List the places you rented in Oregon during 2012. Attach additional schedules if needed.

Residence A

Residence B (if needed)

	!	nesidelice A			nesidefice b (ii fieed	eu)	
	Your street address,						
	city, state, ZIP code						
2.	Full name of each						
	roommate						
3	Landlord's name,						
	street address,						
	city, state, ZIP code,						
	and phone number						
4.	2012 rental period	From: T	ō:		From: T	Го:	
5	Rent you paid per montl	h 5A	\$		5B	\$	
٠.	rione you paid por mone	, , , , , , , , , , , , , , , , , , ,	T			<u> </u>	
			<b>A</b>				
6.	Total rent you paid (per	address) 6A	\$		6B	\$	
7	Tatal want maid in 0010	Add haves CA and CD	and antautha tatal have				
			and enter the total here. this form		7	\$	
_						L	
		2012	household asse	ets	list		
Us	e fair market value of you	r assets as of December	31, 2012. If you or your sp	ouse	/RDP are age 65 or olde	r, this list is <b>not</b> requ	uired.
	•				-	Φ.	
		s fair market value of mo	bile home)			\$	
2.	Personal property: A. Money on hand: Curre	anay ahaaka ar athara (	(identify)			\$	
	A. Money on hand. Cure	ency, checks, or others (	(identify)			<b>T</b>	
	B. Money on deposit:						
	Checking and savings	s account				\$	
	Certificates of deposi	t or others (identify)				\$	
	O Fd d						
	C. Funds on deposit:	o death of the insured w	here withdrawal is at you	ır ont	ion (incurance)	\$	
	Funds accruing due to	o original maturity of a p	olicy contract where with	ndraw	al is at your option	\$	
	gg	g	<b>,</b>				
	D. Money owed to you: F	Personal or business not	tes receivable or others (i	identi	ify)	\$	
	E. Value of shares of sto	ck:				\$	
	Shares in mutual fund	ı preterrea	or others (identify)			\$	
	Ghares in mutuai iuno	is and investment trusts	or others (identify)				1
	F. Value of assets or prop	perty used in a trade or b	ousiness in which you or y	our s	pouse/RDP		
	have an ownership inte	erest	on line 21 on the front of t			\$	
То	tal household assets. F	Fill in the total here and o	on line 21 on the front of t	this fo	orm	<b>\$</b>	

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