

**Housing & Economic
Development Committee Meeting**
Tuesday, April 16, 2024 at 5:30 PM



MEMBERS

Councilor Pious Ali, Chair
Councilor Roberto Rodríguez
Councilor Regina Phillips
Councilor Kate Sykes

To submit written public comment on an agenda item, email edd@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Housing & Economic Development meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION

The Housing & Economic Development Committee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/81287382094?pwd=TUtFQU44bk1MGZ1YUplckhHM1JIUT09>

Passcode: 129504

Or One tap mobile :

+13092053325,,81287382094# US

+13126266799,,81287382094# US (Chicago)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

Webinar ID: 812 8738 2094

International numbers available: <https://portlandmaine-gov.zoom.us/j/kcnUdJ7dNq>

1. **Review and accept Minutes of previous meeting held on March 19, 2024.**
 - a. See attached draft Minutes for review/approval.
2. **Presentation of Annual Report from the Permitting and Inspections Department Re: Short/Long Term Rental Registration Program and Housing Safety.**
 - a. See attached Memorandum and backup.
3. **Communication - No vote or public hearing required.**
 - a. See attached 2024 Committee Work Plan and Schedule.
4. **Executive Session - The Committee will go into executive session pursuant to 1 M.R.S.A. 405(6)(C) and 5 M.R.S.A. 13119-A to provide staff direction on negotiations for:**
 - a. Review of an Affordable Housing Development Subsidy Funding Request - Lambert Woods South Project (165 Lambert Street).
 - b. Update on the RFP Process for Sale of Tax-Acquired Property at Diamond Cove, known as the Former McKinley Hospital property.

Next Meeting Date: **Monday, April 29, 2024**

Minutes

Remote Housing and Economic Development Committee

March 19, 2024

NOTE: This meeting was held via Zoom and can be viewed at this link:

<http://www.portlandmaine.gov/1695/Economic-Development-Committee> These

Minutes provide a record of those in attendance, general discussion taking place, and motions made.

A remote meeting of the Housing and Economic Development Committee (HEDC) of the Portland City Council was held on Tuesday, March 19, 2024, at 5:30 p.m. via Zoom. Present from the HEDC were Chair Pious Ali, and members Roberto Rodriguez, and Kate Sykes. Present from the City staff were Housing and Economic Development Department Director Greg Watson, **Housing and Community Development Division Director** Mary Davis, Corporation Counsel Michael Goldman, Parks, Recreation & Facilities Deputy Director Ethan Hipple, Public Assembly Facilities Director Andy Downs, Housing Program Coordinator Lauren Bowen, Principal Administrative Officer Lori Paulette, and Housing Program Manager Victoria Volent.

Item #1: Review and accept Minutes of previous meeting held on March 5, 2024

On motion made by Councilor Sykes, seconded by Councilor Rodriguez, the Committee voted 3-0 to accept the Minutes.

Item #2: Review and vote on a recommendation to the City Council of an Amendment to the HOME-ARP Allocation Plan

Mary Davis introduced this item with a brief funding history of the HOME-ARP program, and noted the primary objective of the amendments to the HOME-ARP Allocation Plan

is to better align the distribution of HOME-ARP funds in accordance with the priority needs of individuals and families who are experiencing, or at risk of experiencing, homelessness. The City of Portland/Cumberland County HOME Consortium proposes to amend its HUD-approved FY 2021 HOME-ARP Allocation Plan in order to: identify a preference for the development of affordable rental housing category for individuals who are homeless (i.e. Qualifying Population 1); to shift funding (\$250,000) from the category of acquisition of non-congregate shelter to supportive services; and, to ensure that any new units created under the grants are made available to individuals who are homeless, unhoused or living in a shelter.

Councilor Sykes inquired into any potential negative impacts resulting from shifting funding from the acquisition of non-congregate shelters to supportive services.

Mary Davis noted that follow-up inquiries with potential hotel owners who had previously been open to selling their property for housing did not produce any promising leads. Without a path forward with acquisition, there is an identified need for supportive services in the community.

Councilor Ali opened the meeting to public comment.

George Rheault (28 Hanover Street) inquired into where the administrative funding goes, and commented on the continual location of low income housing in Bayside. He also noted the potential abuse of the Inclusionary Zoning Ordinance by developers who get a work around, from IZ, by creating a Housing First site without clearly showing how they are financially involved in the Housing First development. Market rate developers are getting away from mixed income buildings through this run around IZ.

Ken Capron (Forest Ave) indicated he would like a shot at the RFP, and objected to being excluded from the process. That needs to be corrected.

Seeing no further comments, Councilor Ali closed public comment.

Councilor Ali asked staff how the public will know when they may apply via the RFP.

Mary Davis indicated the City and Cumberland County would host two separate meetings to solicit public comment on the proposed HOME-ARP Substantial Amendments. When the HOME-ARP RFP is ready for distribution, interested parties would be contacted. Anyone interested in being added to the interested party's distribution list may contact City staff. City staff would also utilize its Communication Office for additional outreach. The City has not held any conversations with any developers.

Mary Davis also noted public outreach is an administrative cost funded from the 15% allowable set aside. The only other expenditure in this category is 75% of the Housing Program Coordinator's salary. In the next fiscal year, a small portion of Mary's salary would be funded. Administrative funding may be spent on all follow-up and compliance with the grant. If the full 15% set aside for administrative cost is not spent, then it would be reallocated.

On a motion made by Councilor Sykes, seconded by Councilor Rodriguez, the Committee voted 3-0 on a recommendation to the City Council to amend the HOME-ARP Allocation Plan.

Item #3: Review of FY2025 HUD Annual Action Plan.

Mary Davis provided a high level review of the 2024-2025 Housing and Community Development Program Annual Action Plan. The Annual Action Plan describes how the funds for a program year would be distributed to address the needs, goals, and priorities identified in the Consolidated Plan. This Annual Action Plan describes the use of fund allocations for 2024-2025, Year 3 of the five-year plan. All programs and activities funded through the CDBG, HOME and ESG programs will help fulfill the following goals: create strong, safe, accessible,

and vibrant neighborhoods; increase housing availability and affordability; create economic opportunities to transition people out of poverty; and prevent and reduce homelessness. The City's public participation process requires two public hearings to allow the public to give input directly to the City Council to consider how HUD-program funding should be allocated. Public hearings for FY25 are set for March 18 and April 8.

Councilor Sykes asked staff to describe efforts undertaken to coordinate, and enhance coordination between the public and private housing and social services agency such as the Portland Housing Authority (PHA).

Mary Davis noted the PHA is contacted to assist with completing certain sections of the Annual Action Plan. The City also works closely with the development arm of the PHA as the PHA undertakes construction and redevelopment of their housing sites. The City also conducts some of the environmental reviews for the PHA.

Greg Watson added the City anticipates having the PHA participate in a future developers' forum.

On a motion made by Councilor Rodriguez, seconded by Councilor Sykes, the Committee voted 3-0 on a recommendation to the City Council to approve the FY 2025 HUD Annual Action Plan.

Item #4: Executive Session: Pursuant to 1 MR.S.A. 405(6)(C) and 5 M.R.S.A. 13119-A, the Committee will go into executive session to provide staff direction on negotiations for proposed Seadogs/Hadlock Field Lease Agreement

Councilor Ali asked Committee members if they would like to enter into Executive Session.

Greg Watson first noted the next meeting of the Committee is scheduled for April 16 during school vacation. He asked if the Committee would like to move the meeting to another date. The Committee agreed to touch base after referencing their calendars.

Councilor Ali opened the item for public comment.

George Rheault (28 Hanover Street) said he believe it is premature to enter into Executive Session. The public would benefit from seeing the pending contract/lease, and hearing a public orientation of how the agreement works and the history behind it.

Greg Watson noted this item would be brought back to the Committee for a full discussion and public hearing to discuss the old lease and the new lease. This Executive Session is to discuss proposed terms to ensure City staff has the Committee's recommendations and guidance.

On a motion made by Councilor Rodriguez, seconded by Councilor Sykes, the Committee voted 3-0 to enter into Executive Session at approximately 6:15 p.m. pursuant to 1 MR.S.A. 405(6)(C) and 5 M.R.S.A. 13119-A to provide staff direction on negotiations for proposed Seadogs/Hadlock Field Lease Agreement. Chair Ali noted that there would be no further public business after the executive session. At approximately 6:50 the Committee came out of executive session.

On motion made by Councilor Sykes, seconded by Councilor Rodriguez, the Committee then voted 3-0 to adjourn the meeting.

Respectfully, Victoria Volent



Memorandum

TO: Housing & Economic Development Committee
CC: Greg Watson, Housing and Economic Development Director
Zachary Lenhart, Licensing and Housing Safety Manager
FROM: Jessica B. Hanscombe, Director of Permitting and Inspections
DATE: March 28, 2024
RE: Yearly update

The Licensing and Housing Safety Division is a division of the Permitting and Inspections Department. They are a staff of 16 employees: Licensing and Housing Safety Manager, Licensing and Registration Coordinator, Marijuana Compliance Coordinator, Rental Registration Coordinator, 5 Licensing and Registration Assistants, 2 Health Inspectors, 4 Housing Safety Inspectors and a Rental Registration Inspector. The Housing Safety Inspectors are both Certified Code Enforcement Officers and Certified Fire Inspectors. This division is responsible for all Long Term and Short Term Rental Registrations, Rent Control, Housing Inspections, Business Licenses, Marijuana Licensing and Health Inspections for the City of Portland.

The Rental Registration Coordinator, Rental Registration Inspector and one of the Licensing and Registration Assistants were added in FY24. The Coordinator was hired in October, the Inspector in December and we are currently interviewing for the LRA position.

Long Term Rental Registration:

In November 2020 and November 2022, the Citizens of Portland voted in the Tenant's Rights Ordinance and amendments to the ordinance. Since it went into effect, the Housing Safety Office has worked to provide as much clarity as it can, given the nature of the ordinance. This includes drafting FAQ's, the required tenant's rights notice that the ordinance mandate and a sample rent increase notice. These can be found on our website or in room 307 and I have included copies.

One of the items we are required to do in September of each year is set the CPI for rent increases for the following year. We post it on our website, send out a press release and the Rent Board is advised via a communication. The information states: *Based on the most recent available data from the Bureau of Labor Standards, from July, 2022 to July, 2023, the CPI-U for the greater Boston metro area advanced 2.8%. Therefore, **the Allowable Increase Percentage for calendar year 2024 is 2.0%.***

The first week of November 2023, we mailed out approximately 4,500 renewals to all that registered in 2023. The reminder is noted in the weekly newsletter, a press release goes out and anyone registered in CSS will receive a reminder. We also worked with the Landlords association to send out reminder notices to their email group.

Landlords and Property Managers had the ability to renew their 2024 registration online, by emailing the forms to this division or by submitting hard copies to this office. We had 27% of the registrations renew online in 2024 (as of 3/20/2024). We accepted online registrations in 2022 (14% were renewed online) and in 2023 (30% renewed online). I have included a copy of the most current application. The application can be found on our website or in room 307.

2024 Long Term Registrations (as of 3/20/2024)

Type	Amount
Properties	3,709
Units	17,128

We currently have 80 properties with 868 units that are partially registered. The registration is pending either payment or all or some of the supplemental information. Staff is working with the landlords to ensure we receive all required documentation and payment.

Staff has sent delinquent properties a Notice of Violation to renew along with a late fee per unit. We currently have 569 properties with 1,147 units not in compliance.

Short Term Rental Registration:

The City of Portland continues to register Short Term Rentals in accordance with the Ordinance. I have included a copy of the most current application. This can be found on our website or in room 307.

As of March 20, 2024, 31 units have been taken off the wait list and have been issued a Non Owner Occupied License. We currently have 69 units still on the wait list. Some of the reasons that there were open spots are: change of ownership, conversion to a LTR, no longer a STR and failure to register by the deadline.

2024 Short Term Registrations (as of 3/20/2024):

Type	Total Amount	Island	Non Owner Occupied	Owner Occupied	Tenant Occupied
Property	658	104	277	251	26
Units	788	108	386	268	26

The City contracts with Host Compliance to monitor our Short Term Rentals online. They monitor for unregistered units in the City, and we start the enforcement process in the beginning of April of each year. Over the years we have received comments that there are hundreds of non-compliant units in Portland. We investigate all complaints that we receive or that Host Compliance uncovers. Many are not in violation and here are some of the common reasons why:

- People in neighboring communities indicate Portland in their ad, but are not actually located here.
- Many people put their Short Term Rental listed on multiple sites to ensure they are seen and get rented. Therefore they are duplicates.
- Hotels, Motels and Inns are listed on Short Term Rental Sites. Host has those physical addresses and removes them from the violation list.
- Some of the units that are listed that are actually Long Term and not Short Term. (more than 30 day rentals)
- Listings that are still up, but have been blocked out for rental dates. They anticipate renting in the near future.

Any that are in violation are issued a Notice of Violation and we work to bring them into compliance.

Housing Safety Inspections (FY24 7/1/2023-3/20/2024):

Please see the below chart for a breakdown of Inspections for the last 8 months for the Housing Safety Inspectors.

Type	Amount
Housing Safety (Long Term Inspections & Re-inspections)	687
Housing Safety (Short Term Inspections & Re-Inspections)	29
Illegal Unit Inspections & Re-inspections	12
Complaints/Single Units/Infestations Inspections & Re-inspections	1617
Total	2345

The Housing Safety Inspectors are also responding to after hour call backs from both the Portland Fire Department and Portland Police Department. I am called by dispatch or directly by the individual on the scene to assist. I contact an inspector to respond to the scene. A “typical” call would entail having the inspector on scene for 1-3 hours then follow up the next day with next steps for those impacted. So far in FY24, we have responded to 48 after hour emergencies.

Rent Control Enforcement, Violations and Fines:

Staff, when notified of a potential violation, begin by collecting the information from the complainant. Rent Control Staff then follows up with the landlord, which typically involves collecting documentation of rent collected, leases and any other documents related to the unit. The inspector works within the perimeters of the ordinance to verify if it is a violation or not. We follow up on every complaint that is received by this office.

- If it is not a violation:
 - The Landlord and tenant are both notified and the Inspection case is closed with an unfounded status.
- If the unit is determined to be in violation and the landlord cures the violation:
 - The inspector notifies the landlord regarding the violation and what is needed to comply. Staff works with the landlord to ensure that the tenant is given the proper notice or the rental amount has been corrected or any other violation is rectified. If the landlord complies and the tenant is made whole in regards to the complaint. The case will be closed. No fines are issued.
- If the unit is determined to be in violation and the landlord does not cure the violation:
 - If the landlord is informed of the violation and chooses not to cure the violation, the Inspector would write the Landlord a summons to appear in Court. Fines in regards to violation of Chapter 6 are civil. Staff would need to appear before a judge to request fines for any violation. At this time, we have not had any landlords that have failed to rectify any violations.

Another example of a violation is a late registration. Staff sends out Late/Violation notices to all properties that are in violation of the ordinance. Staff is able to collect these fees, as they are specifically cited in Chapter 6.

- FY23 Staff collected **\$260,550.00** in Code Violations.
- FY24, as of 2/28/2024, staff has collected **\$86,920.00**.

Rent Control Inspections (FY24 7/1/2023-3/20/2024):

Please see the below chart for a breakdown of Inspections for the last 8 months for the Rent Control Division.

Type of Inspections	Amount
Complaints(Potential violations reported to our office)	16
Audits (Proactive Enforcement based on percentage that rent was increased)	15
Quality Control (proactive verification of Data supplied to our office)	31
Total	62

Proactive Rent Control Enforcement:

This Division has implemented Proactive Rent Control Auditing. Starting first with units that have over a 10% increase in monthly rent. This process is:

- The Inspector compiles annual registration data and identified potential violations.
- Both the Landlord and Tenant are contacted to verify the rental information that was submitted.
- If the violation is found to be true, a Notice of Violation is Issued requiring the Landlord to do the following:
 - Issuing a corrected 90 day Rent Increase Notice
 - Reimburse the Tenant
 - Update their registration with the City

The Inspector is also auditing Rents that appear to be violation free to ensure the data we are receiving is accurate.

Rent Board:

In FY24, 10 Rent Board Meetings were held. The Rent Board typically meets once a month. There has been significant turnover on the board, which at times has impacted their ability to have a quorum to vote on Rent Increases. At this time, the Board is fully staffed.

Prior to October 2023, the Licensing and Housing Safety Manager and Licensing and Registration Coordinator staffed the board. Once the Rental Registration Coordinator was hired, he took over those duties which include: creating the agenda, compiling the applications and requested documentation and keeping the minutes.

	Total # of Applications	Total # of Applications approved	Total # of Applications Denied	Total # of Applications Tabled
Rent Increases	25	6	0	19
Other	0	0	0	0

Joint Housing Safety and Fire Prevention Staff Meetings:

In July 2019, we kicked off the first Joint Housing Safety and Fire Prevention Meeting. Staff is meeting every other month and had created FAQ's for different ordinances, trash, heat and secondary means of egress to name a few. The meetings ceased for about 18 months during the pandemic but have started again on a quarterly basis.

Enclosure:

Long Term Rental Application

Rent Control FAQs

Rental Housing Rights

Sample Rent Increase Notice

Rent Board Workshop Presentation

Short Term Rental Application



LONG-TERM RENTAL REGISTRATION APPLICATION

Please use this application to register your rental units. A rental unit is any portion of a residential structure that is available to rent for any length of time to an individual. The Code of Ordinances (Chapters 6 & 14, Article VI) requires an owner, manager, and a person/entity to register a rental unit. Registration is due annually by January 1 or within thirty (30) days of leasing a new property. A registration application is not complete until payment is received and all forms are satisfactorily completed.

Please follow these steps to register a rental unit:

- ☐ 1. Provide required property, ownership, and contact information in Sections 1-3.
- ☐ 2. Estimate applicable discounts in Section 4.
- ☐ 3. Submit valid supporting documentation for discounts.
- ☐ 4. Calculate the fee owed with the table in Section 5.
- ☐ 5. Complete Additional Rental Information form for **EACH** unit as required by Section 6-151(f)
- ☐ 6. Invoice provided to the party certifying registration.
- ☐ 7. Pay fee owed after staff verifies fee discount documentation.

Long-Term Rentals (LTR)

A long-term rental is more than 30 days. The annual registration fee for a long-term rental is \$50 per rental unit minus any discounts of no more than \$20 per unit.



LONG-TERM RENTAL UNIT REGISTRATION APPLICATION

SECTION 1: PROPERTY INFORMATION

Street #: _____ Street Name: _____ Unit #: _____

Chart, Block, Lot #/Parcel ID: _____ Total number of Long-Term Rental Units: _____

SECTION 2: OWNER INFORMATION (Please complete only the applicable ownership section that applies)

Individual Ownership:

Owner First Name: _____ Owner Last Name: _____

Primary Telephone #: _____ Email Address: _____

Owner's Mailing Address: _____

Other Ownership (check one): ☐ Partnership ☐ Corporation ☐ LLC ☐ Other (Please explain)

A Completed Supplemental Corporation Sheet must be submitted with the application

Corporate Name: _____

Primary Telephone #: _____ Email Address: _____

Mailing Address: _____

SECTION 3: AUTHORIZED AGENT & CONTACTS

All properties must have an authorized agent for purposes of service. If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.

Authorized Agent: ☐ Same as owner

Agent First Name: _____ Agent Last Name: _____

Primary Telephone #: _____ Email Address: _____

Agent's Mailing Address: _____

Property Manager: ☐ Same as owner

Manager's First Name: _____ Manager's Last Name: _____

Primary Telephone #: _____ Email Address: _____

Manager's Mailing Address: _____

Emergency Contact: ☐ Same as owner

Contact First Name: _____ Contact Last Name: _____

Primary Telephone #: _____ Email Address: _____

SECTION 4: FEE DISCOUNTS

Type of Discount	Valid Verification Documents	Discount	# of Units	Total Discount
Fully Sprinklered Building	Testing or Maintenance Report or Maintenance Contract from Preceding Year	\$10.00/unit		
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit		
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit		
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit		
No Smoking Lease	Copy of Signed Lease Language or Smoking Disclosure Form	\$2.50/unit		

*Please note there is a maximum of \$20 discount per rental unit.

SECTION 5: TOTAL ANNUAL CHARGES

Number of Long-Term Rental Units Registering	
Long-Term Rental Registration Fees (# of Long-Term Rental Units x \$50)	\$
Total of Fee Discounts from Section 4	\$
Total Annual Rental Registration Fee	\$

Payment Information:

Pay the registration fee:

- in person by cash, check, or credit card;
- mail a check - Make checks payable to "City of Portland" and note the CHART, BLOCK, AND LOT (CBL) on the check.

Please return completed application, documents and fees to:

Permitting and Inspections Department, Room 307
389 Congress St
Portland, ME 04101

For More Information:

<http://www.portlandmaine.gov/rentalregistration>

To the best of my knowledge, I certify that the information being registered is true and correct.

Applicant Name (Printed): _____

Applicant Signature: _____ **Date:** _____

Corporate Supplement

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the name and addresses, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	TITLE	Ownership %

(Stock ownership in non-publicly traded companies must add up to 100%.)

Date: _____

Signature of Owner or Corporate Officer

Print Name of Owner or Corporate Officer

2024 LONG-TERM RENTAL ADDITIONAL INFORMATION

*This information must be provided for all short-term and long-term rental units. A separate form must be completed for **EACH** individual rental unit. Information requested is as of November 1, 2023 unless noted.*

SECTION 1: APPLICANT CONTACT INFORMATION				
<u>Name:</u>		<u>E-mail:</u>		<u>Phone #:</u>
SECTION 2: PROPERTY INFORMATION				
<u>Street #</u>	<u>Street Name</u>	<u>Unit #</u>	<u>Chart, Block, Lot Number (CBL)/Parcel ID</u>	
SECTION 3: RENTAL UNIT INFORMATION				
1. Is this unit exempt for any of the following? Check the box for any that apply. ☐ Owned, operated, or otherwise managed by a municipal housing authority? ☐ An accommodation provided in a hospital, convent, church, religious facility, or extended care facility? ☐ Dormitories owned and operated by an institution of higher education or by Portland Public Schools? ☐ In a building containing only 2, 3, or 4 dwelling units, one of which the property owner currently occupies as his or her principal residence? Or in an owner-occupied single-family home? ☐ An accessory dwelling unit, as defined in Chapter 14 of City Code? ☐ Publicly rent-controlled or subsidized (Section 8, GA, etc)? ☐ None of the above *If the unit is exempt, no further information is required. If "none of the above" is selected, please complete form				
2. What rent was being charged monthly for this unit as of June 1, 2020, or the Base Rent?				\$
3. What was the amount of monthly rent charged on November 1, 2022? (Previous Year)				\$
4. What is the amount of monthly rent being charged as of November 1, 2023? (Current Rent)				\$
5. What is the increase in monthly rent (if any) when compared to the previous year's rent?				\$
6. What amount of the monthly rental increase is attributed to the following allowable increases:				
a) The Allowable Increase Percentage				\$
b) New Tenancy				\$
c) Banked Rent that was accrued in prior years				\$
d) Any Increase applied for and approved by the Rent Board				\$
7. What is the amount of monthly Banked Rent remaining with the unit?				\$
8. What was the amount of security deposit collected and held for the unit?				\$
9. Please provide the amount of any other payments or fees collected from the existing tenant(s) (other than a security deposit or rent).				\$
# of Bedrooms:		# of Bathrooms:		Does this unit include a kitchen? ☐ Yes, ☐ No

To the best of my knowledge, I certify that the information being registered is true and correct.

Signature: _____ Date: _____

Additional Information Form Instructions

Section 2

What is the Chart, Block, Lot Number (CBL)/Parcel ID? The CBL/Parcel ID can be found on your license renewal letter. CBL/Parcel ID can also be found through the Assessor's online Property Search.

Section 3

1. **Is this unit exempt for any of the following?** If a unit is exempt, check the appropriate exemption and the rest of the form can be skipped.
2. **What is the Base Rent?** Base Rent is the amount of monthly rent charged in June of 2020. If the unit was not being rented in June of 2020, the Base Rent is the amount of rent charged when the unit was first rented.
3. **What was the amount of monthly rent charged on November 1, 2022? (Previous Year)?** This should match the "Current Rent" of *last year's* registration. If the unit was vacant on November 1, 2022, applicant should submit the rent amount the most recent tenant paid.
4. **What is the amount of monthly rent being charged as of November 1, 2023? (Current Rent)?** If the unit was vacant on November 1, 2023, applicant should submit the rent amount the most recent tenant paid.
5. **How much did rent increase between November 1, 2022 and November 1, 2023?** The amount should equal the **Current Rent** minus the **Previous Rent** and must equal the sum of the categorized "allowable increases."
6. **Allowable Increases:** Rent only could have been increased by an amount that conforms to the four allowable categories listed in 6-234(b); the Allowable Increase Percentage, New Tenancy, Banked Rent accrued in prior years, and Rent Board Approved Increases. The total increases are capped at 10%. Under no circumstances may a Landlord raise the rent of a Covered Unit by more than 10% within a Rental Year. Any rent increases available to a Landlord in excess of 10% may be "banked" for use in a subsequent Rental Year. The four allowable categories are:
 - a) The **Allowable Increase Percentage** for the 2023 Rental Year was 7%. Every Covered Unit is eligible for an Allowable Increase Percentage.
Equal to: (Previous Year rent) x .07
 - b) **New Tenancy.** A landlord may increase the rent on a Covered Unit by five percent (5%) of the Base Rent in addition to any other allowable increases if a new tenant occupied a unit between Nov 1, 2022-2023. This increase may be applied at most once per year.
Equal to: (Base Rent) x .05
 - c) **Banked Rent** that has been accrued from previous years may be used to increase rent. Banked Rent is an amount of rental increase allowed by the ordinance that a landlord did not use in a previous rental year. That amount is "banked" for future years.
 - d) **Additional Rent Board Approved Increases.** If a Landlord applied to the Rent Board for additional increases attributable to such things as capital improvements, increased housing service costs, or to receive a fair rate of return. These must have been approved by the Rent Board.

If the rent was increased between November 1, 2022 and November 1, 2023, the increase MUST be categorized.

7. **What is the amount of monthly Banked Rent remaining with the unit?** Banked Rent is an amount of rental increases allowed under 6-234(b) that were not charged to the tenant(s). Any amount of allowable increases not charged during the rental year, or any allowable increases in excess of 10%, may be banked for use in future rental years.
8. **What was the amount of security deposit collected and held for the unit?** This is the amount of security deposit collected and held for the current tenant.
9. **Please provide the amount of any other payments or fees collected from the existing tenant(s) (other than a security deposit or rent).** Examples include but not limited to pet fee/deposit, parking fees, storage, etc.



RENT CONTROL ORDINANCE - Frequently Asked Questions

(This is not a comprehensive summary of all the requirements of City Code, please refer to the Code of Ordinances and consult with an attorney to ensure compliance with all Federal, State, and municipal regulations)

1. Does the Rent Control Ordinance apply to all rental units in Portland?

The ordinance applies to all rental units in Portland, including short-term rentals.

The following types of units are exempt from the limits placed on rent increases:

- Units in an owner-occupied building containing either 2, 3, or 4 dwelling units;
- Units where rent is publicly controlled or subsidized (such as Section 8, GA, etc.);
- Accessory dwelling units;
- Units owned, operated, or managed by municipal housing authorities (such as Portland Housing Authority);
- Accommodations in a hospital, convent, church, religious facility, or extended care facility;
- Dormitories owned and operated by an institution of higher education or by Portland Public Schools

2. What is the Base Rent for a unit? The *Base Rent* is the amount of rent charged for the unit in June 2020.

If the unit was vacant on that date, was not a rental, or did not exist, the Base Rent is the amount of rent agreed to by the first tenant.

3. How much can rent increase? (See examples at the end of the FAQ) Rent on a *Covered Unit* may only increase once every 12 months by an amount that conforms to the following:

- a. Allowable Increase Percentage: A landlord may increase the rent by the *Allowable Increase Percentage* (AIP) each year. The AIP is established and published by the City of Portland's Housing Safety Office every September 1st to be used for the following calendar year.

Calendar Year	Allowable Increase Percentage
Prior to 2022	Not available
2022	4.3%
2023	7.0%
2024	2.0%

- b. New Tenancy: A landlord may increase the rent by 5% of the *Base Rent* when a new tenant occupies a unit, but only if the previous tenancy was terminated voluntarily.
- c. Banked Rent: A landlord may also use *Banked Rent* to increase rent.
- d. Additional Rent Board Approved Increases: A landlord may seek approval from the Rent Board by submitting an application to increase rent "to an amount necessary to ensure a fair rate of return".



* **At no time may a Landlord raise rent of a Covered Unit by more than 10%.**

* **Landlords may not raise rent of a Covered Unit within 12 months of a previous rent increase.**

4. What is Banked Rent? If a landlord did not use an allowable increase that they were eligible for under question 3 of this FAQ they can “bank” that amount to use in a future year. Any rent increases available to a Landlord in excess of 10% must be banked for later use. (See examples at the end of the FAQ)

5. What kind of notice must a landlord give tenants before a rental increase?

Before increasing the rent of a *Covered Unit*, a landlord must give tenants notice of any rent increase at least 90 days in advance. The notice must be in writing and must include: the landlord’s signature, the date which tenancy began, the date the increase will take effect, the amount of the increase, any remaining banked rent not included in the increase, and the reasons for the increase in rent (in question 3, a-d).

6. How much notice must a landlord give tenants before terminating tenancy?

A landlord must provide a tenant with a minimum of 90 days’ notice, except for the following:

- A landlord can evict a tenant with 7 days’ notice “for cause”, such as if the tenant destroys property or violates certain terms of the agreement.
- A landlord may terminate a tenancy by notice of 60-89 days if they provide an amount equal to one months’ rent for the inconvenience of terminating their tenancy; or,
- A landlord may terminate a tenancy by notice of 30-59 days if they provide an amount equal to two months’ rent for the inconvenience of terminating their tenancy.

7. What other requirements should tenants and landlords be aware of under this new ordinance?

This is not a comprehensive list of all the requirements of City Code, please refer to the City Code of Ordinances and consult with an attorney to ensure compliance with all Federal, State, and municipal regulations.

- Landlords may not charge application fees to potential tenants.
- Landlords may not require an amount more than one month of rent for a security deposit.
- Landlords must provide tenants with the City’s Rental Housing Rights Document at the start of a unit’s rental and any time the document is updated. This document can be found on the City of Portland Housing Safety webpage.
- Landlords must keep a signed acknowledgement of the receipt of the City’s Rental Housing Rights Document on file for three years;
- Landlords may not discriminate against tenants on the basis of their source of income or participation in various types of subsidized housing programs, such as Section 8, General Assistance, and others.
- No provision of the ordinance may be waived by a tenant, by agreement or otherwise.

CITY OF PORTLAND
Permitting and Inspections Department



Examples of allowable rent increases: *(These are examples only, please consult with an attorney with questions about your specific situation)*

1. Allowable Increase Percentage: The allowable increase percentage shall be determined on September 1st of each year. The Allowable Increase Percentage for 2024 is 2.0%

Example: Assume Current Rent is \$1500/month and the Allowable Increase Percentage is 2.0%.

$$\$1500 \times 2\% = \$30 \longrightarrow \$30 + \$1500 = \$1530 \text{ (new rent amount)}$$

2. New Tenant: Rent may be raised up to 5% of the *Base Rent* when there is a new tenant and the previous tenant left voluntarily

Example: Assume Base Rent is \$1300/month and the Current Rent is \$1500

$$\$1300 \times 5\% = \$65 \longrightarrow \$65 + \$1500 = \$1565 \text{ (new rent amount)}$$

3. Banked Rent: If a unit was eligible for an increase, but rent on the unit was not increased during the Rental Year, the amount may be "banked" and used as *Banked Rent* at a later date. A landlord may not raise rent more than 10% in a rental year.

Example: Allowable Increase Percentage was 7.0% for 2023, but the landlord did not increase rent for the covered unit in 2023. The landlord could "bank" an amount equal to 7.0% of the rent to use in a future year.

- Assume rent was \$1500 Jan 1, 2023 and the landlord did not increase the rent in 2023, they would have \$105 (7.0% of \$1500) of Banked Rent remaining to use in a future year.

4. Using a combination of eligible increases: A rental increase may include any combination of eligible increases, as long as the total does not exceed 10%. Any amount over 10% must be banked.

Example: Annual Increase Percentage is 2.0% of Current Rent for 2024, a New Tenancy allowable increase is 5% of Base Rent, and Banked Rent. The landlord raises the rent the maximum 10% in 2024, and the Landlord must "bank" the remaining amount to use in a future year.

- a) Assume *Base Rent* is \$1300/month, the *Current Rent* is \$1500, and the unit has \$105 of banked rent from previous eligible increases (see example 3 above)

$$\$1500 \times 2\% = \$30 \text{ \& } \$1300 \times 5\% = \$65 \longrightarrow \$30 + \$65 + \$105 = \$200 \text{ (Total eligible increases)}$$

*** At no time may a Landlord raise rent of a Covered Unit by more than 10%.**

$$10\% \text{ of Current Rent is } \$150, \text{ eligible increases total } \$200 \longrightarrow \$200 - \$150 = \$50$$

Landlord could increase rent by \$150 and bank \$50 for a future increase

$$\$1500 + \$150 = \$1650 \text{ (new rent amount) \& } \$20 \text{ in Banked Rent remaining}$$

City of Portland, Maine

Rental Housing Rights

Tenant/Landlord Rights and Responsibilities

The relationships between tenants and landlords in Portland are governed, in part, by the City of Portland Code of Ordinances and the State of Maine statutes, and cover a wide variety of topics. There are various resources for additional information, including [Pine Tree Legal](#) and the State of Maine's publication "[Consumer Rights When You Rent an Apartment](#)", and others. It is recommended that concerned individuals obtain professional legal advice, as necessary.

Rent Control

Landlords of rental units in Portland, that are not otherwise exempt, may only increase the rent once within a rental year. Before increasing rent, a landlord must give tenants written, signed notice at least 90 days in advance. That notice must include the date the tenancy began, the date of the rent increase, the amount of the increase, any remaining Banked Rent that has not been included in the increase and the reasons for the rent increase.. Generally, unless additional amounts are approved by the Rent Board, annual rent increases for existing tenants may not exceed the *Allowable Increase Percentage as defined by the City Code*.. Landlords may increase rent an additional 5% when a new tenant begins occupying the unit. A landlord may not raise the rent more than 10% in one year.

Termination of Tenancy

Landlords must provide all tenants at least 90 days written notice before terminating a tenancy without cause.. If a landlord provides an amount equal to 1 months' rent reimbursement to the tenant, tenancies may be ended by notice at least 60 days before they must move out. If two months' rent is provided in reimbursement, tenancies may be terminated by notice at least 30 days before they must move out. Landlords do not have to provide a reason for asking the tenant to leave.

A landlord may terminate a tenancy at will for cause with a minimum 7-day written notice if the tenant: (1) has caused serious damage to the apartment and has not repaired the damage; (2) has been a nuisance to other tenants or neighbors; (3) has made the unit unlivable or unfit to live in; (4) has changed the door locks and refused to give the landlord a key; or (5) is 7 days or more behind in rent.

Prohibited Discrimination

Housing discrimination on the basis of race, color, sex, sexual orientation, physical or mental disability, ancestry, national origin, or family status is prohibited by the City of Portland and the State of Maine. Landlords may not refuse to rent or impose terms of tenancy on any tenant who is a recipient of federal, state or local public assistance, including medical assistance and housing subsidies. Landlords may not refuse to rent or negotiate, deny a dwelling, or otherwise make unavailable, or retaliate, due to a tenant's participation in a Tenant Union. Unless a unit is otherwise exempt, landlords must also comply with reasonable requirements of any subsidy program, including filling out paperwork, allowing inspections, and making reasonable repairs.

Concerns, Complaints, or Questions

If you have questions about the City's ordinances on rent control and tenant protections, think your landlord has violated the City's ordinances, or want to file an appeal with the Rent Board, please contact the Housing Safety Office at housingsafety@portlandmaine.gov or 207-756-8131

Required Forms & Informational Material

Required Forms & Informational Material

Landlords must provide the following informational material and forms to tenants:

- The City of Portland Rental Housing Rights Document (above)

Forms required by the State of Maine:

- Energy Efficiency Disclosure
- Lead Paint Pamphlet - "Protect Your Family From Lead in Your Home"
- Lead Based Paint Disclosure Form
- Smoking Policy Disclosure (To be drafted by the landlord)
- Radon in Rental Housing Pamphlet
- Radon Disclosure

Please contact the agency providing the document for translation

By signing below, landlords and tenants acknowledge that they have read and understand the information contained within this document and landlords have provided tenants with copies of the informational material and forms noted above.

Landlord	Date
Tenant	Date
Tenant	Date
Tenant	Date

NOTICE OF RENT INCREASE

This is notice that your rent will be increased as of the date listed below and in the amount listed below. This notice is in accordance with the City of Portland Code of Ordinances, Sec. 6-234(d).

Section 6-234 (d): Before increasing the rent of a Covered Unit, a Landlord must send a signed document to the Tenant(s) no fewer than ninety (90) days before the effective date of the rent increase. This document must include the date on which the Tenancy began, the date on which the rent will be increased, the amount of the increase, any remaining Banked Rent that has not been included in the Rent increase, and the appropriate justifications for such a rent increase as defined in Section 6-234(b) above. Failure to provide such documentation shall be considered a violation of this Article, and any notice not containing all such documentation shall be void.

Date: _____

Address of Covered Unit: _____ Unit #: _____

Tenant(s) Name(s): _____

Date Tenancy Began: _____

Date on Which Rent Will Increase: _____

Base Rent: \$ _____ Current Rent: \$ _____

Total Amount of Increase: \$ _____ % of Increase: _____

New Rent: \$ _____

The total amount of increase conforms to the following allowable increases of Section 6-234(b):

1. Allowable Increase Percentage: \$ _____
2. New Tenancy: \$ _____
3. Banked Rent: \$ _____
4. Rent Board Approved Increases \$ _____

Date of Rent Board Approval: _____

Amount of Banked Rent remaining after increase: \$ _____

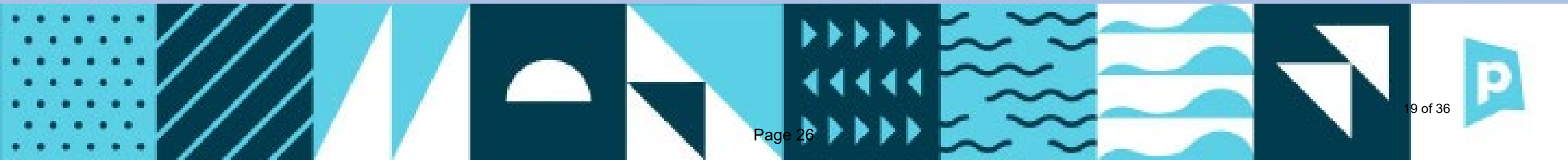
Landlord Signature

Date

Printed Name

Portland Maine Rental Registration and Rent Control Procedures

Permitting and Inspections Department
Licensing and Housing Safety Office, Portland Maine
March 13, 2024



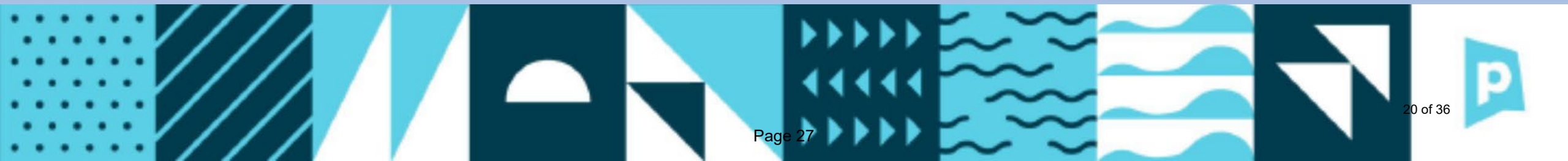
Portland, Maine Rent Control History

Rent Control referendum passed November 2020 (Chapter 6, Article XII. Rent Control and Tenant Protections)

- Established Rent Board
- Limited covered units to specific rental increases, and capped increases at 10%
- Required rental information be provided for each unit during registration
- Required 75-day notice for rental increases
- Requires reimbursement of tenant for termination of tenancy notices of less than 90 days

Amendments to Rent Control referendum passed November 2022

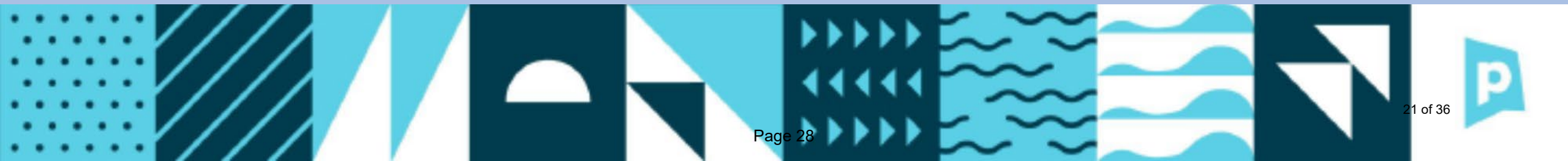
- Amended allowable rental increases
 - Allowable Increase Percentage now 70% of CPI
 - Removed Tax Rate Rent Adjustment
 - Maintenance of Net Operating Income - Fair Rate of Return
- Requires 90-day notice of rental increases
- Other requirements still in effect with minor changes



Portland, Maine Rent Control

The ordinance applies to all rental units in Portland, including short-term rentals. The following types of units are exempt from the limits placed on rent increases:

- Units in an owner-occupied building containing either 2, 3, or 4 dwelling units;
- Units where rent is publicly controlled or subsidized (such as Section 8, GA, etc.);
- Accessory dwelling units;
- Units owned, operated, or managed by municipal housing authorities (such as Portland Housing Authority);
- Accommodations in a hospital, convent, church, religious facility, or extended care facility;
- Dormitories owned and operated by an institution of higher education or by Portland Public Schools

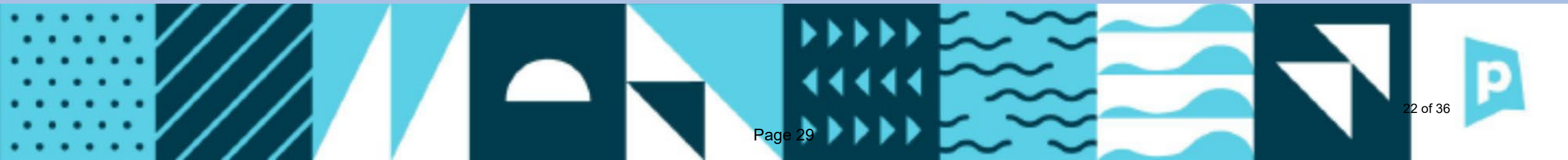


Allowable Increases

A landlord may only increase rent once every 12 months by an amount that conforms to the following:

- Allowable Increase Percentage (AIP):
 - The AIP is established and published by the City of Portland's Licensing and Housing Safety Office every September 1st to be used for the following calendar year.
 - Equal to 70 percent of the change in the Consumer Price Index (CPI-U) for Greater Boston Metro Area
 - 2022: 4.3%, 2023: 7.0%, 2024: 2.0%
 - No AIP prior to 2022
- New Tenancy: A landlord may increase the rent by 5% of their Base Rent when a new tenant occupies a unit, but only if the previous tenancy was terminated voluntarily.
- Banked Rent: A landlord may use Banked Rent to increase rent.
- Additional Rent Board Approved Increases: A landlord may seek approval from the Rent Board by submitting an application to increase rent "to amount necessary to ensure a fair rate of return".

Landlords may total increases together, but may **NOT** raise rent of a Covered Unit by more than **10%**.



Base Rent

- The Base Rent is the amount of rent charged for the unit in of June 2020.
- If the unit was vacant on that date, was not a rental, or did not exist, the Base Rent is the amount of rent charged 120 days prior to the change in status, or if no Rent was charged at such time, the amount charged by the Landlord any time thereafter.
- Base Rent does not reset upon transfer of ownership.
- If the unit is removed from the rental market for at least 60 months, the Base Rent may be reset upon reentry.
- Landlords may apply to the Rent Board to establish a new Base Rent following major renovations.



Annual Rental Registration Process

Every residential rental unit must be registered with the City of Portland every year by December 31st. Chapter 6 requires units to submit additional information for rent control.

Below is the information requested each year. It is reported “as of November 1st.”

- Base Rent (Most Base Rents should not change)
- Previous Rent (on November 1st of the prior year)
- Current Rent (as of most recent November 1st)
- Increase in rent amount (if any)
- What those increases attributable to (as defined in Section 6-232)
- Amount of Banked Rent remaining with the unit
- Number of bedrooms/bathrooms,
- Security Deposit amount and other fees charged.

Rental units are not considered registered until the information above and registration fees have been submitted.

2024 LONG-TERM RENTAL ADDITIONAL INFORMATION
This information must be provided for all short-term and long-term rental units. A separate form must be completed for **EACH** individual rental unit. Information requested is as of November 1, 2023 unless noted.

SECTION 1: APPLICANT CONTACT INFORMATION			
Name:		E-mail:	Phone #:

SECTION 2: PROPERTY INFORMATION			
Street #	Street Name	Unit #	Chart Block Lot Number (CBL)/Parcel ID

SECTION 3: RENTAL UNIT INFORMATION			
1. Is this unit exempt for any of the following? Check the box for any that apply. ☐ Owned, operated, or otherwise managed by a municipal housing authority? ☐ An accommodation provided in a hospital, convent, church, religious facility, or extended care facility? ☐ Dormitories owned and operated by an institution of higher education or by Portland Public Schools? ☐ In a building containing only 2, 3, or 4 dwelling units, one of which the property owner currently occupies as his or her principal residence? Or in an owner-occupied single-family home? ☐ An accessory dwelling unit, as defined in Chapter 14 of City Code? ☐ Publicly rent-controlled or subsidized (Section 8, GA, etc)? ☐ None of the above			
*If the unit is exempt, no further information is required. If "none of the above" is selected, please complete form			
2. What rent was being charged monthly for this unit as of June 1, 2020, or the Base Rent?	\$		
3. What was the amount of monthly rent charged on November 1, 2022? (Previous Year)	\$		
4. What is the amount of monthly rent being charged as of November 1, 2023? (Current Rent)	\$		
5. What is the increase in monthly rent (if any) when compared to the previous year's rent?	\$		
6. What amount of the monthly rental increase is attributable to the following allowable increases:			
a) The Allowable Increase Percentage	\$		
b) New Tenancy	\$		
c) Banked Rent that was accrued in prior years	\$		
d) Any Increase applied for and approved by the Rent Board	\$		
7. What is the amount of monthly Banked Rent remaining with the unit?	\$		
8. What was the amount of security deposit collected and held for the unit?	\$		
9. Please provide the amount of any other payments or fees collected from the existing tenant(s) (other than a security deposit or rent).	\$		
# of Bedrooms:	# of Bathrooms:	Does this unit include a kitchen? ☐ Yes, ☐ No	
To the best of my knowledge, I certify that the information being registered is true and correct.			
Signature: _____		Date: _____	

389 Congress Street, Room 307 • Portland, Maine 04101 • 207-756-8131
housing.safety@portlandmaine.gov • www.portlandmaine.gov



Rent Control Enforcement

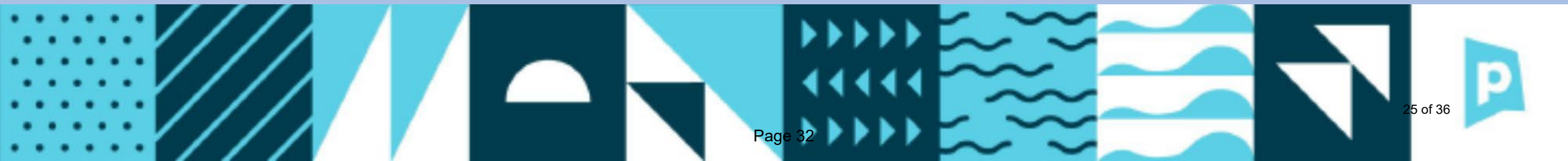
Rent Control complaints are handled on a case by case basis. The Licensing and Housing Safety Office's goal is compliance. If the office determines that a tenant has been overcharged, the landlord would be required to:

- 1) Reimburse the tenant any amount that was overcharged (or credit future rent),
- 2) Issue a new 90 Day Rent Increase Notice with correct amounts, and
- 3) Update/amend the registration with the City

Tenants may appeal the Licensing and Housing Safety Office's decision to the Rent Board or file a civil suit in district court.

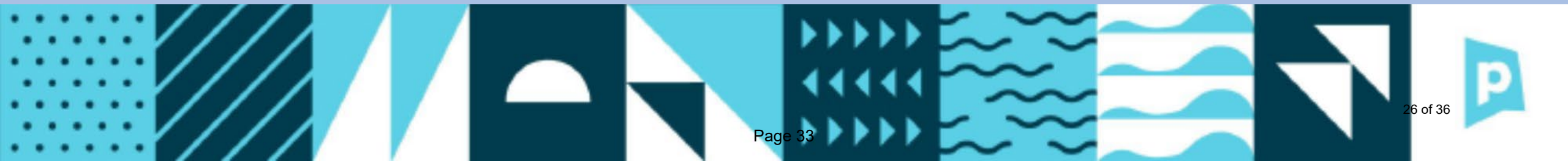
The Licensing & Housing Safety Office has implemented proactive Rent Control auditing.

- 1) The Rental Registration Inspector compiles the annual registration data and identifies potential violations.
- 2) Both the Landlord and tenant(s) are contacted to verify the rental information submitted.
- 3) If the violation is found to be true, the Landlord is would be required to reimburse the tenant, issue a corrected 90 day Rent Increase Notice, and provide verification of reimbursement to update the registration with the City.



Rent Board Meeting Agendas & Deadlines

- Regular Rent Board meetings take place on the fourth Wednesday of each month. They are currently held remotely via Zoom.
- New applications submitted to the Rent Board must be received three weeks prior to the meeting date in order to be placed on the agenda. Applications that were previously tabled must have their additional requested documents submitted two weeks prior to the meeting. During the respective weeks, applications will be added to the shared Google Drive for Board members to review.
- Tenants/affected parties are notified of a public meeting at least one week prior to the meeting date.
- Meeting agendas are published by noon on the Friday prior to the meeting. Any documents (minus public comments) submitted after this time cannot be added to the agenda.
- Any public comment must be received by noon the day before the meeting.





CITY OF PORTLAND
Permitting and Inspections Department

SHORT TERM RENTAL UNIT REGISTRATION APPLICATION

Please use this application to register or renew a short term rental unit. A rental unit is any portion of a residential structure that is available to rent for any length of time to an individual. The Code of Ordinances (Chapters 6 & 14, Article VI) requires an owner, manager, and any other person/entity responsible for the property to register a rental unit. Registration is due annually by January 1. A registration application is not complete until payment is received.

Short Term Rentals (STR)

A short-term rental is less than 30 days.

Registration Fees:

Owner Occupied Units, Tenant Occupied Units, Island Short Term Rental	First Unit	\$ 100.00
	Second Unit	\$ 250.00
	Third Unit	\$ 500.00
	Fourth Unit	\$ 1,000.00
	Fifth Unit	\$ 2,000.00
Non-Owner Occupied Mainland Units	First Unit	\$ 200.00
	Second Unit	\$ 500.00
	Third Unit	\$ 1,000.00
	Fourth Unit	\$ 2,000.00
	Fifth Unit	\$ 4,000.00

Building Limits:

<u>Non Owner-Occupied Building</u>	<u>Owner-Occupied Building</u>
1-2 total units=1 Short Term Rental	1-2 total units=1 Short Term Rental
3-5 total units= 2 Short Term Rentals	3 total units= 2 Short Term Rentals
6-9 total units=4 Short Term Rentals	4 total units= 3 Short Term Rentals
10+ total units=5 Short Term Rentals	5 total units= 4 Short Term Rentals
	6+ total units=5 Short Term Rentals

Note: Tenant, owner and non-owner occupied units will all be counted towards these limits. Owners may register up to five units within their primary residence.



CITY OF PORTLAND
Permitting and Inspections Department
SHORT TERM RENTAL UNIT REGISTRATION APPLICATION

SECTION 1: PROPERTY INFORMATION		
Street Number	Street Name	CBL- Chart, Block, Lot Number (e.g. 001A__A001)

Type of Property*	
Total Number of Units in Building:	

*If located in a condominium or homeowners association, you attest that the use of the unit as a short term rental is allowed. Yes ☐ No ☐

SECTION 2: OWNER INFORMATION (COMPLETE AT LEAST ONE LISTED BELOW)		
A. Individual Ownership:		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address
B. Corporate Ownership:		
**A completed Supplemental Corporation Sheet must be submitted with the application.		
Ownership form : ☐ Partnership ☐ Corporation ☐ LLC ☐ Other (please explain)		
Corporate Name		Primary Telephone Numbers
Mailing Address		Email Address



CITY OF PORTLAND
Permitting and Inspections Department

SECTION 3: AUTHORIZED AGENT (if different than owner)

If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.

Registered Agent First Name	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)

Property Manager Name	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)

Emergency Contact Name	Telephone Number
Address	Email Address

SECTION 6: RENTAL UNIT REGISTRATION

Please describe the rental unit(s) by indicating the following:

Unit # (Describe rooms*)	Number of nights (Short Term)**	Number of nights (Long Term)**	Mainland	Island	Owner Occupied	Tenant Occupied	Non Owner Occupied

*If renting a room(s), please describe as Guest bedroom A, Master bedroom, Basement bedroom, etc.

**Report the number of nights rented the previous year from 11/1 through 10/31.

Note: Owner Occupied is defined as the unit the owner lives in for more than 6 months of the year.



CITY OF PORTLAND
Permitting and Inspections Department

SECTION 7: FEE DISCOUNTS*			
Type of Discount	Valid Verification Documents	Discount	Number of Rental Units
Fully Sprinklered Building	Testing or Maintenance Report or Maintenance Contract from Preceding Year	\$10.00/unit	
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit	
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease Language or Smoking Disclosure Form	\$2.50/unit	

*Please note that there is a maximum \$20 discount per rental unit.

SECTION 8: TOTAL ANNUAL CHARGES	
Number of Rental Units Registering =	<u>Short Term</u>
Rental Unit Fees =	
Fee Discounts =	
Total Annual Rental Registration Fee =	

SECTION 9: Do you have ownership in any other short-term rental properties in Portland? If no, please put N/A. If yes, please list the addresses.



CITY OF PORTLAND
Permitting and Inspections Department

Did you complete?

- Rental Housing Registration Application
- Provide all fee discount verification documents.
- Provide a notarized Primary Residence Affidavit (unless a non-owner occupied unit).
- Provide a notarized Landlord Statement of Permission for a Tenant occupied unit.
- Corporate Disclosure
- Evidence of primary residence

Payment Information:

Pay the registration fee:

- in person by cash, check, or credit card;
- mail a check - Make checks payable to “City of Portland” and note the address on the check.

Please return completed application,
documents and fees to:

City of Portland
Licensing & Registration
389 Congress St, Room 307
Portland ME 04101

For More Information:

See www.portlandmaine.gov/housingsafety

To the best of my knowledge, I certify that the information being registered is true and correct.

Signature		Telephone Number
Relationship to Property	Date	Email Address

*****Office Use Only*****



CITY OF PORTLAND
Permitting and Inspections Department

CORPORATE DISCLOSURE

The answers to questions 1-4 must match the information on file with the Maine Secretary of State's office. Your certification must be in good standing. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety. Thank you.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the names, addresses, and titles of the officers and directors and list the percentage of ownership (attach additional sheets as needed):

NAME	CURRENT ADDRESS	TITLE	OWNERSHIP %

(Stock ownership in non-publicly traded companies must add up to 100%.)

Signature: _____ **Date:** _____
Signature of Owner or Corporate Officer

Print Name of Owner or Corporate Officer



CITY OF PORTLAND
Permitting and Inspections Department

PRIMARY RESIDENCE AFFIDAVIT

I, _____, represent under oath that the following statements are true and correct to my personal knowledge:

1. I reside at _____, Portland, Maine, CBL _____ (the "Residence").
2. The Residence is currently my legal residence for government purposes, including property taxes and exemptions, voting, vehicle taxes and registration, licensing, benefits, and others, as applicable.
3. I reside at the Residence for more than one-half of the calendar year.
4. The Residence will remain my legal residence for more than one-half of the calendar year.
5. I have provided one of the following documents:
 - a. Valid Driver's License or State issued Identification ☐
 - b. Valid motor vehicle registration ☐
 - c. Proof of homestead exemption: ☐
 - d. Other (please list): _____

Date:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Date: _____
Notary Public/Attorney at Law

Staff Use Only:

Type of Verification Document:		Staff Initials:	
--------------------------------	--	-----------------	--



CITY OF PORTLAND
Permitting and Inspections Department

LANDLORD STATEMENT OF PERMISSION

I, _____, am the (authorized agent of the record owner/record owner) of the property at _____, Portland, Maine, CBL _____ (the "Property").

_____ ("Tenant"), is a lawful tenant at (unit/apartment) _____ at the Property (the "Residence"). I give Tenant permission to rent the Residence as a Short Term Rental ("STR") pursuant to the City of Portland Code of Ordinances ("City Code") §§ 6-150 *et seq.*

I have reviewed the relevant portions of the City Code and understand the potential consequences of Tenant's use of the Residence as a STR. I understand that Tenant's use of the Residence as a STR may impact my ability to rent other units as STRs, or may impact the registration fee for renting other units as STRs. I also understand and agree that I am responsible for maintaining the Property in full compliance with state laws and local ordinances, including City Code §§ 6-200 *et seq.*, regarding Disorderly Houses.

Date:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Date:

Notary Public/Attorney at Law

2024 SHORT-TERM RENTAL ADDITIONAL INFORMATION

This information must be provided for all short-term rental units. A separate form must be completed for ***EACH*** individual rental unit. Information requested is as of November 1, 2023 unless noted.

SECTION 1: APPLICANT CONTACT INFORMATION				
<u>Name:</u>		<u>E-mail:</u>		<u>Phone #:</u>
SECTION 2: PROPERTY INFORMATION				
<u>Street #</u>	<u>Street Name</u>	<u>Unit #</u>	<u>Chart, Block, Lot Number (CBL)/Parcel ID</u>	
SECTION 3: RENTAL UNIT INFORMATION				
Is this unit exempt for any of the following? Check the box for any that apply.				
☐ Owned, operated, or otherwise managed by a municipal housing authority? ☐ An accommodation provided in a hospital, convent, church, religious facility, or extended care facility? ☐ Dormitories owned and operated by an institution of higher education or by Portland Public Schools? ☐ In a building containing only 2, 3, or 4 dwelling units, one of which the landlord currently occupies as his or her principal residence? Or in an owner-occupied single-family home? ☐ An accessory dwelling unit, as defined in Chapter 14 of City Code? ☐ Publicly rent-controlled or subsidized (Section 8, GA, etc)? ☐ None of the above				
*If the unit is exempt, no further information is required. If "none of the above" is selected, please complete form				
What rent was being charged nightly for this unit as of June 1, 2020, or the Base Rent?				\$
What was the amount of nightly rent charged on November 1, 2022? (Previous Year)				\$
What is the amount of nightly rent being charged as of November 1, 2023? (Current Rent)				\$
What is the increase in nightly rent (if any) when compared to the previous year's rent?				\$
What amount of the rental increase is attributable to:				
• The Allowable Increase Percentage:				\$
• New Tenancy				\$
• Banked Rent that was accrued in prior years:				\$
• Any Increase applied for and approved by the Rent Board				\$
What is the amount of nightly Banked Rent remaining with the unit?				\$
What was the amount of security deposit collected?				\$
Please provide the amount of any other payments or fees collected from the existing tenant(s) (other than a security deposit or rent).				\$
# of Bedrooms:		# of Bathrooms:		Does this unit include a kitchen? ☐ Yes, ☐ No

To the best of my knowledge, I certify that the information being registered is true and correct.

Signature: _____ Date: _____

Supplemental Forms Frequently Asked Questions

What is the Chart, Block, Lot Number (CBL)/Parcel ID?

The CBL/Parcel ID can be found on your license renewal letter. CBL/Parcel ID can also be found through the Assessor's online Property Search

What is the Base Rent?

Base Rent is the amount of monthly rent charged in June of 2020. If the unit was not being rented in June of 2020, the Base Rent is the amount of rent charged when the unit was first rented.

How much can rent be increased?

Rent may only be increased by an amount that conforms to the five allowable categories listed in 6-234(b); the Allowable Increase Percentage, the Tax Rate Rent Adjustment, New Tenancy, Banked Rent accrued in prior years, and Rent Board Approved Increases. The total increases are capped at 10%. Under no circumstances may a Landlord raise the rent of a Covered Unit by more than 10% within a Rental Year. Any rent increases available to a Landlord in excess of 10% may be "banked" for use in a subsequent Rental Year. The five allowable categories are:

1. The **Allowable Increase Percentage** is published in September of every year and is equal to 100 percent of the change in the Consumer Price Index for Greater Boston Metro Area. The Allowable Increase Percentage for the 2023 Rental Year was 7.0%.
2. **New Tenancy.** A landlord may increase the rent on a Covered Unit by five percent (5%) of the base rent in addition to any other allowable increases when a new tenant occupies a unit. This increase may be applied at most once per year.
3. **Banked Rent** that has been accrued from previous years may be used to increase rent.
4. **Additional Rent Board Approved Increases.** Landlords may apply to the Rent Board for additional increases attributable to such things as capital improvements, increased housing service costs, or to receive a fair rate of return. These must be approved by the Rent Board before they are allowed.

If a landlord has submitted an increase in rent from the prior year, the increase MUST be categorized.

What is Banked Rent?

Banked Rent is an amount of rental increases allowed under 6-234(b) that were not charged to the tenant(s). Any amount of allowable increases not charged during the rental year, or any allowable increases in excess of 10%, may be banked for use in future rental years.

MEMORANDUM

To: Councilor Pious Ali, Chair
Members of the Housing and Economic Development Committee

From: Greg Watson, Director, Housing and Economic Development Department

Date: April 12, 2024

RE: 2024 Housing and Economic Development Committee Proposed Work Plan

The work plan and draft schedule for the Housing and Economic Development Committee is attached.

The work plan and schedule is included on the meeting agenda to provide an opportunity for committee members to provide updates and direction on the agenda schedule.

DRAFT
Housing & Economic Development Committee
2024 Work Plan Schedule
as of April 12, 2024

April 16, 2024

1. Presentation of Annual Report from Permitting & Inspections Dept. Re: Short/Long Term Rental Registration Program and Housing Safety.
2. Executive Session: Review of an Affordable Housing Development Funding Request- Lambert Woods South Project (165 Lambert Street)
3. Executive Session: Update on the RFP Process for the sale of tax-acquired property at Diamond Cove, known as the Former Fort McKinley Hospital property.

April 29, 2024

1. (Public Comment) Review and Recommendation to the City Council regarding the Seadogs/Hadlock Field Lease Agreement, with possible executive session.
2. (Public Comment) Review and recommendation to the City Council for the Annual Agreement for the Portland Tourism Development District for FY2025.
3. Executive Session: Thames Street Purchase and Sale Agreement Performance Extension
4. Executive Session: Review and Recommendation to the City Council regarding the Maine Celtics Lease Agreement for the Exposition Building, with possible executive session.

May 7, 2024

1. Presentation of New Housing Data Dashboard
2. Tentative - (Public Comment) Review and recommendation to City Council to approve Purchase and Sale Agreement with The Hemlock House for its purchase of the Former Fort McKinley Hospital Property, a tax-acquired property. **Note:** The Committee may go into executive session to provide staff direction on negotiations pursuant to 1 M.R.S.A. etc.

May 21, 2024

1. Developer Forum - Process and Challenges Developing Affordable Housing
 - a. Overview of the City Tax Increment Financing Program (15 Minutes)
 - b. Overview of the Low Income Housing Tax Credit Program (15 Minutes)
 - c. Non-Profit Developers (15 Minutes)
 - d. For-Profit Developers (15 Minutes)
 - e. Public Housing (15 Minutes)
 - f. HEDC Members - Questions and Discussion (45 Minutes)

June 18, 2024

1. Presentation of 2023 Annual Housing Report

July 2, 2024 (reschedule? 4th of July week)

July 16, 2024

August 20, 2024

September 3, 2024 (reschedule? Labor Day week?)

September 17, 2024

October 15, 2024

November 5, 2024

November 19, 2024

1. (Public Comment) Review of FYE2024 TIF Annual Report and vote to forward to the City Council as a Communication.
2. Review of the 2023 Annual Accomplishment Report for the Housing and Economic Development Committee

December 17, 2024

COMPLETED WORK

January 23, 2024

1. 2024 Calendar Year Work Plan review and discussion
2. City Council referrals re: Order #92-23/24 and Order #93-23/24
3. Proposed Merger of Portland Fish Pier Authority and Portland Fish Exchange
4. Review and approval of 2024 Housing Policies and Goals for the 2024 Jill C. Duson Housing Trust Fund Annual Plan and Affordable Housing and TIF Application

February 27, 2024

1. Communication Item: Update on RFP for City-Owned Property on Diamond Cove, former Fort McKinley Hospital building.
2. (Public Comment) Review and vote on a recommendation to Amend Chapter 6-225 to dissolve the Rental Housing Advisory Committee
3. (Public Comment) Review, Approval, and Recommendation to the City Council to Approve the FY2025 Housing Program Budget
4. (Public Comment) Review and Recommendation to the City Council to approve:
 - a. 2024 Jill C. Duson Housing Trust Fund Annual Plan; and,
 - b. The issuance of the 2024 Affordable Housing TIF and Affordable Housing Development Fund Application for the Jill C. Duson Housing Trust Fund, HOME Program

March 5, 2024

1. Committee Work Plan Discussion

March 19, 2024

1. Review of FY2025 HUD Annual Action Plan
2. (Public Comment) Review and Recommendation to the City Council of an Amendment to the HOME-ARP Allocation Plan
3. (Executive Session) Review and Recommendation to the City Council regarding the Seadogs/Hadlock Field Lease Agreement, with possible executive session.

2024 Housing and Economic Development Committee Draft Work Plan April 12, 2024

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
ECONOMIC DEVELOPMENT POLICY				
Review Tax Increment Financing (TIF) investment in workforce training for FY2025 funding.		X		
Research and present options for public-private partnerships to support parking garage and possible new affordable housing - City-owned Bayside Lot 6, (corner of Somerset & Chestnut St) acquired by the City Council through eminent domain.		X		
Waterfront Activity Workshop including - Harbor Dredge Project, Portland Harbor Commons, Off-Shore Wind, and other items		X	2023X	
Accessibility of Public Buildings, ADA Compliance			2023 X	
Evaluate the possibility of establishing a Payment in Lieu of Taxes (PILOT) Program to fund community development programs			X	
Review Outdoor Dining Ordinance and Administrative Policy, including parklets			X	
Evaluate the City's Minimum Wage Ordinance re: possible increase to \$20/hour			X	
Implement a Universal Basic Income pilot project			X	
Evaluate the establishment of a City Department of Labor			X	

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
AFFORDABLE HOUSING POLICY AND BUDGETS				
Policy Discussion re: (1) Guidelines and Priorities for the allocation of city resources for housing development	X			1.23.24
Review of FY 2025 Housing Program Budget	X			2.27.24
Review of 2024 Jill C. Duson Housing Trust Fund Annual Plan and the 2024 Affordable Housing Development Application	X			2.27.24
Review and Analysis of the Role of the Rental Housing Advisory Committee		X	X	2.27.24
Evaluate the Short Term Rental Registration Ordinance			X	
Secure and Utilize 150 New Housing Vouchers			X	
Evaluate how members are appointed to the Rent Board			X	
Facilitate a Developer and Housing policy Forum			X	
Update the City-Owned Property Map and Evaluate Parcels for Potential Housing Development			X	
Presentation of New Housing Data Dashboard			X	
Establish a Portland Social Housing Development Fund			X	

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT - PUBLIC-PRIVATE PARTNERSHIPS, REAL ESTATE TRANSACTIONS				
Review/ Vote to Approve Funding Requests Received from the Affordable Housing Development Applications -Housing Trust, HOME & AHTIF CEA Requests.	X	X		
Review City Owned property to sell/lease to support affordable housing		X		
Kennebec Street Realignment (from Brattle to Forest)		X		
Establish a Vacant Property Database, institute fees for empty commercial and residential properties.			X	
Establish a Community Opportunity to Purchase Act and “Right to Return” Policy			X	

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
ANNUAL REPORTS AND ACTIONS				
Presentation of 2023 Housing Report (June)	X			
FY25 Annual Allocation Plan (Jan-April)	X	X		3/19/24
Annual Presentation,-Permitting & Inspections, Short/Long-term Rental Housing Registration, Safety & Inspection Program - Implementation & Financial Report Discussion of Dept. Staff Needs (Apri)	X		Process established under prior Housing Committee X	
City TIF District Annual Activity Report (November)	X			
Committee Annual Accomplishment Report (November)	X			