RENT BOARD
April 23, 2025
5:00 PM

ZOOM INFORMATION:

a. Join from PC, Mac, iPad, or Android:
https://portlandmaine-gov.zoom.us/j/89573671630?pwd=PEAlG9Nv2eu0bN8scaeWmfut2YOn1C.1
Passcode:515179

Phone one-tap:
+13092053325,,89573671630#,,,,*515179# US
+13126266799,,89573671630#,,,,*515179# US (Chicago)

Join via audio:
+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
+1 669 900 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
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
Webinar ID: 895 7367 1630
Passcode: 515179
International numbers available: https://portlandmaine-gov.zoom.us/u/kwnoAr1ft

II. ROLL CALL:

III. APPROVAL OF MINUTES

a. March 26, 2025 Minutes

b. April 9, 2025 Minutes (Special Meeting)

IV. COMMUNICATIONS:

Please note: Written public comment must be received via email (rentboard@portlandmaine.gov) by 12pm the day before the scheduled meeting. Please make sure that the subject line reads "Written Public Comment"

a. Rent Control Report Q1-2025

V. UNFINISHED BUSINESS:

a. Rent Increase Application - Public Comment
Owner: Fredric Shotz, 33 Deering St #1, Portland, ME 04101
Address: 33 Deering St, Units 2F, 2C, 2R, and 3
CBL: 047-B-023-001

VI. New Business

a. Rent Increase Application - Completeness Check
Owner: Anna Guare, 99 King St, Westbook, ME 04092
Address: 29 Parris St, Unit 3
CBL: 033-I-001-293

b. Rent Increase Application - Conditional Approval
Owner: 36 Alder LLC, 550 Forest Ave, Suite 204, Portland, ME 04101
Address: 36 Alder St, Units 1-2
CBL: 033-C-020-001

c. Election of Chair & Vice Chair

d. Schedule Special Meeting

e. 2024 Rent Board Annual Report

VII. Adjourn

Remote Rent Board Meeting Minutes - Held Via Zoom

March 26th, 2025

II. ROLL CALL - 0:01:54

Christopher "Buddy" Moore, Tenant, District 3 - Chair
Austin Sims, Homeowner, District 5 - Vice Chair
Anne-Laure Razat, Tenant, At-Large
Matthew Walker, Tenant, District 2
Matthew Lax, Tenant, District 1
Kristen Carreras, Landlord - Absent
District 4 - Vacant

Staff present:
Dylan Orr, Rental Registration Coordinator
Benjamin Plante, Counsel for the Rent Board

III. APPROVAL OF MINUTES - 0:02:12

a. February 12, 2025 (Workshop) Minutes

b. February 26, 2025 Minutes

0:02:26 **-** Anne-Laure Razat moves to approve the February 12, 2025 and February 26, 2025 meeting minutes. Seconded by Austin Sims. (5-0; Carreras absent) The motion passes.

IV. COMMUNICATIONS - 0:02:29

a. 2025 Rental Data Available - 0:03:09

0:03:09 - City staff explains that the rental data submitted for the 2025 license year is available for Board members to review.

b. April Meeting Chair and Vice Chair Elections - 0:05:06

0:05:06 - The Chair explains that elections for Chair and Vice Chair will take place at the April regular Rent Board meeting.

V. UNFINISHED BUSINESS - 0:06:00

a. Rent Increase Application - Completeness Check - 0:07:00
Owner: Fredric Shotz, 33 Deering St #1, Portland, ME 04101
Address: 33 Deering St, Units 2F, 2C, 2R, and 3
CBL: 047-B-023-001

0:34:20 - The Chair moves to schedule a public hearing for the regular April Rent Board meeting. Seconded by Anne-Laure Razat. (5-0, Carreras absent) The motion passes.

b. **Rent Increase Application - Completeness Check** - 0:36:40
Owner: Saunders Street Apartments LLC, 51 Belfield Rd, Cape Elizabeth, ME 04107
Representative: Willard Bollenbach and Randi Bollenbach, 51 Belfield Rd, Cape Elizabeth, ME 04107
Address: 23 Saunders St, Unit 5
CBL: 130-G-014-001

No votes or motions were made during this item.

VI. Adjourn

1:23:00 - Matthew Walker moves to adjourn the meeting. Seconded by Austin Sims. (5-0, Carreras absent) The motion passes.

Remote Rent Board Meeting Minutes - Held Via Zoom

Wednesday, April 9, 2025

II. Roll Call

Anne-Laure Razat, Tenant, At-Large - Absent
Kristen Carreras, Landlord, At-Large
Matthew Lax, Tenant, District 1 - Absent
Matthew Walker, Tenant, District 2
Christopher "Buddy" Moore, Tenant, District 3 - Chair - Absent
Vacant, District 4
Austin Sims, Homeowner, District 5 - Vice Chair- Absent

Staff present:
Dylan Orr, Rental Registration Coordinator
Benjamin Plante, Esq., Counsel for the Rent Board

0:00:34 - Counsel for the Board, Benjamin Plante, informs the attendees that the Board does not have enough members present at this meeting for quorum due to multiple absences.

0:01:27 - Matthew Walker nominates Kristen Carreras as interim Chair. Seconded by Carreras. (2-0; Razat, Moore, Sims & Lax absent) The motion passes.

III. Unfinished Business

a. **Rent Increase Application - Public Comment**
   Owner: Eastern Residential Inc.
   Owner's Representative: Caleb Normandeau with Port Property
   Address: 10 Walnut St, Units 1-8 (Legal address is 304 Eastern Prom)
   CBL: 015-B-001-002
   Type of Increase: Increased Housing Service Costs

See 0:00:34

b. **Rent Increase Application - Public Comment**
   Owner: Eastern Residential Inc.
   Owner's Representative: Caleb Normandeau with Port Property
   Address: 25-27 Montreal St, Units 1-8 (Legal address is 304 Eastern Prom)
   CBL: 015-B-001-002
   Type of Increase: Increased Housing Service Costs, Capital Improvement Costs

See 0:00:34

c. **Rent Increase Application - Public Comment**
   Owner: Grant Street Realty Group LLC
   Owner's Representative: Caleb Normandeau with Port Property
   Address: 63 Grant St, Units 1-6 (Legal address is 65 Grant St)
   CBL: 048-B-016-001

See 0:00:34

   Type of Increase: Increased Housing Service Costs

d. **Rent Increase Application - Public Comment**
   Owner: Grant Street Realty Group LLC
   Owner's Representative: Caleb Normandeau with Port Property
   Address: 65 Grant St, Units 1-6
   CBL: 048-B-016-001
   Type of Increase: Increased Housing Service Costs

See 0:00:34

e. **Rent Increase Application - Public Comment**
   Owner: Grant Street Realty Group LLC
   Landlord's Representative: David Bergeron with Port Property
   Property Address: 69 Grant St, Units 1-6
   CBL: 048-B-015-001
   Increase Requested: Increased Housing Service Costs

See 0:00:34

IV. Adjourn

0:01:50 - Matthew Walker moves to adjourn. Seconded by Carreras. (2-0; Razat, Moore, Sims & Lax absent) The motion passes.

City of Portland | Permitting and Inspections
Jessica Hanscombe, *Director*

TO: Housing & Economic Development Committee
CC: Rent Board
FROM: Jessica B. Hanscombe, Director of Permitting and Inspections
DATE: April 10, 2025
RE: Quarterly Rent Control Report- Q1-2025

Rent Control Report
Quarter 1 (1/1/2025-3/31/2025)

Rent Board

	Total # of Applications	Total # of Applications approved	Total # of Applications Denied	Total # of Applications Tabled
Rent Increases	6	0	0	6
Complaints	2	0	0	2
Other	0	0	0	0
Quarter 1 Total:	**8**	**0**	**0**	**8**
Year to date Total	***8***	***0***	***0***	***8***

Rent Control Inspections

Type of Inspections	Total # Properties	Total # of units
Complaints (Potential violations reported to our office)	10*	202
Audits (Proactive enforcement based on percentage that rent was increased)	106	1,173
Quality Control (proactive verification of data supplied to our office)	126	1,503
Quarter 1 Total:	**242**	**2,878**
Year to date Total	***242***	***2,878***

***Breakdown of Complaints by property:**

	Founded Complaints *violation exists	Unfounded Complaints *no violation	In Progress *actively investigating
Quarter 1 Total	5	3	2

City of Portland | Permitting and Inspections
Zachary Lenhert, Licensing and Housing Safety Manager

To: City of Portland Rent Board
From: Licensing and Housing Safety Office
Re: 33 Deering St - Rent Control Audit

The Long Term Rental registration for 33 Deering St (LTR-000021-2018) is currently undergoing a rent control audit under code case RCC2500208.

Thank you,

Dylan Orr
City of Portland
Business Licensing & Housing Safety Office

City of Portland – Housing Safety Division
Rental Increase Application

Date of Hearing:

December 18, 2024 - Tabled to January 22, 2025 - Tabled to February 26, 2025 - Tabled to March 26, 2025 - Tabled to April 23, 2025

Landlord Name and Address:

Fredric Shotz
33 Deering St. #1
Portland, ME 04101

Property Address:

33 Deering Street, Units 2F, 2C, 2R, and 3
Portland, ME 04101

CBL:

047-B-023-001

City of Portland | Permitting and Inspections
Zachary Lenhert, Licensing and Housing Safety Manager

April 16, 2025

Re: Notice of Public Hearing

To: Tenants of 33 Deering St

This is a notice of a public hearing before the Rent Board at their next scheduled meeting on **Wednesday, April 23, 2025** at 5pm. This meeting will be held via Zoom.

The Landlord for the above address, **Frederic Shotz**, has submitted a "Landlord Worksheet/Petition for Rent Board Approved Rent Increase".

The Zoom link will be accessible by **April 16, 2025** at the link below: http://portlandmaine.gov/129/Agendas-Minutes

***Please note:** Written public comment must be received via email (rentboard@portlandmaine.gov) by 12pm the day before the scheduled meeting. Please make sure that the subject line reads "Written Public Comment".

Thank you,

Dylan Orr
Rental Registration Coordinator
City of Portland
389 Congress St
Portland, ME 04101

City of Portland Permitting and Inspections Department Landlord Worksheet/Petition for Rent Board Approved Increase Rent Increase using Fair Return Standard: Maintenance of Net Operating Income (MNOI)

Note to Applicants

All information and documentation provided in this application will be made available to the public, pursuant to applicable public access laws in the State of Maine. An Applicant may choose to redact sensitive information contained herein, including, but not limited to bank account information, debit card or credit card information, government-issued identification information, personal contact information such as phone numbers, email addresses, tenant or employee names, or other personally identifying information. The Rent Board may act within its authority to request any additional information it deems pertinent to the application at hand.

Introductory Information

A landlord is entitled to a fair return on investment, which means an amount sufficient to allow a just and reasonable rate of return, to encourage the investment of capital in the rental housing market, to fairly compensate investors for the risks they have assumed, and to achieve minimum constitutionally protected standards.

Pursuant to the Rent Control Ordinance, the fair return on investment must be calculated using Maintenance of Net Operating Income (MNOI). This methodology presumes the net operating income the landlord earned from a Covered unit during the calendar year 2019 yielded a fair return on investment unless the landlord proves that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. To qualify for an MNOI increase, the landlord has to file this application for a hearing by the Rent Board.

1. Presumption of Base Year Net Operating Income
   It shall be presumed that the net operating income received by the landlord during the calendar year 2019 (the Base Year) yielded a Fair Return on investment. This presumption may be rebutted, in which case an adjusted Base Year Net Operating Income shall be used.
2. Fair Return
   A landlord has the right to obtain a net operating income equal to the Base Year (2019) net operating income adjusted by 100% of the percentage increase in the Consumer Price Index (CPI), since the Base Year. It shall be presumed this standard provides a Fair Return.
3. Base Year:
   a. Calendar year 2019 is the Base Year.
   b. In the event that a prior determination of the allowable Rent is made pursuant to a Fair Return petition, if a subsequent petition is filed, the Base Year shall be the year that was considered as the "current year" in the prior petition.
   c. Unless otherwise exempted from the limitation on rent increases by local, state or federal laws or regulations, if a Rental Unit enters the marketplace for the first time after 2019, the Base Year shall be the year the Unit entered the marketplace.
4. Current Year
   The "current year" shall be the calendar year preceding the petition.
5. CPI (Consumer Price Index)
   The annual CPI for the current year for All Urban Consumers for the Greater Boston Metro area (All Urban Consumers, All Items) provided by the U.S. Bureau of Labor Statistics [Bureau of Labor Statistics Data (bls.gov)].
6. Limits of Allowable Rent Increases in Any One Year
   If the amount of any rent increase granted pursuant to a fair return petition exceeds 10%, the portion in excess of 10% shall be deferred to the next year or years following the procedure for Banked Rent.

General Information About the Property

Street Address: 33 Deering St.

Parcel Numbers(s): 047-B-023-001

Year Property Purchased by Current Owner: 1999

Total Number of Units on the Property: 5

Total Number of Units Affected by Proposed Rent Increase: 4

Are there Rental Units that are Partially or Fully Exempt (circle)? Yes (No)

If yes, number of Exempt Rental Units and Basis for Exemption: _____

I. Landlord Information

Name: Fredric Shotz

Phone(s): (207) 841-9266

Business Address: 33 Deering St. Apt 1

City, State, Zip: Portland, ME 04101

Business E-mail: fshotz@gmail.com

II. Agent Information (if applicable)

Name: _____

Phone(s): _____

Business Address: _____

City, State, Zip: _____

Business E-mail: _____

III. Services

Please check the applicable box to identify the manner in which each service is paid.

	Paid by Landlord, but not passed through to Tenants	Tenants pay service directly	Landlord pays service and passes cost through to Tenants
Gas	☑	☐	☐
Electricity	☑	☐	☐
Water	☑	☐	☐ N/A
Sewer	☑	☐	☐
Garbage	☑	☐	☐
Other:	☐	☑ Cable	☐

IV. Changes to Services

Briefly describe the services provided to the rental units. Include all services provided and state which services are provided without additional charge.

N/A

If there have been any changes to the services listed above or in the responsibility for their payment since the base year, please explain:

N/A

V. Income and Expense Explanation and Calculation

Calculation of Net Operating Income

Net operating income shall be calculated by subtracting operating expenses from gross rental income.

Gross Rental Income

Gross rental income includes:

- Scheduled rental income at one hundred percent (100%) occupancy plus all other income or consideration received or in connection with the use or occupancy of the Rental Unit.
  If there is a change in the number of rental units between the Base Year & Current Year, the rental income and expenses for the same number of units shall be used in calculating the net operating income for both periods. The purpose of this provision is to provide a fair compensation between the Base Year and the Current Year.
- Vacant or owner-occupied rental units at the time a petition is filed, that provided rental income in the Base Year, shall count toward the calculation of gross rental income in the Current Year. The Rent Program shall attribute rental income calculated on the basis of average rents for comparable units at the property that were most recently rented. If no comparable units on the property were rented within the last two years, initial rents for comparable units in the City may be used if there is no other basis for its calculation.

Gross rental income shall not include:

- Utility charges that are sub-metered, for gas, electricity or water paid directly by the tenant;
- Charges for refuse disposal, sewer service or other services (which are either provided solely on a cost pass-through basis if they are regulated by state or local law)

VI. Operating Expenses

Operating expenses include reasonable costs of operation and maintenance of the Rental Unit, including:

- Management Expenses;
- Utility Costs except a utility that are paid directly by the tenant(s);
- Real Property Taxes Assessed and Paid;
- Insurance;
- License, Registration and other Public Fees;
- Landlord-performed Labor;
- Legal Expenses;
- The Amortized Costs of Capital Improvements; and
- Other Reasonable Operating Expenses.

Operating expenses shall not include the following:

- Mortgage principal or interest payments or other debt service costs and costs associated with obtaining financing;
- Any penalties, fees or interest assessed or awarded for violation of any provision of this chapter or of any other provision of law;
- Land lease expenses;
- Political contributions and payments to organizations or individuals which are substantially devoted to legislative lobbying purposes;
- Depreciation;
- Any expenses for which the Landlord has been reimbursed by any utility rebate or discount, Security Deposit, insurance settlement, judgment for damages, settlement or any other method or device;
- Unreasonable increases in expenses since the Base Year;
- Expenses associated with the provision of master-metered gas and electricity services;

- Expenses which are attributable to unreasonable delays in performing necessary maintenance or repair work or the failure to complete necessary replacements. (For example if a roof replacement is unreasonably delayed, the full cost of the roof replacement would be allowed; however, if interior water damage occurred as a result of the unreasonable delay, that expense would not be allowable to support a fair return); and
- Unreasonable Expenses.

Claim for Base Rent Adjustment

A claim may be made for a Base Year Rent Adjustment if the Base Year Rent and/or earlier rent amounts were disproportionately low. A Base Year Rent Adjustment will be considered if the evidence supporting a requested adjustment is provided and sufficiently compelling enough to show that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. Landlords may rebut the presumption that the Base Year net operating income provided a fair return. If a claim is made on this basis, the petitioner must complete Section XIX, Claim for Adjustment of Base Year Net Operating Income and Associated Rent Adjusted Claim at the end of this Application.

Check here ☒ if a claim for a Base Year Rent Adjustment is included in this application and complete Section XVIII of this Application.

VII. Income Worksheet

	Base Year (2019)[1]	Current Year (2024)
Rental Income		
1. Gross scheduled rental income (total for the calendar year) including uncollected rent.	$ 49,757	$ 63,907
2. Portion Attributable to Vacancy	$ —	$ —
Fees (indicate what fee is for):		
3. Late fees	$ —	$ —
4. List fees, other than utilities, collected for services & amenities not included in rent	$ —	$ —
5. Laundry	$ —	$ 727
6. A/C rental	$ —	$ 225
7.	$ —	$
Other Income (list separately by type)[2]:		
8.	$ —	$ —
9.	$ —	$ —
10.	$ —	$ —
Fees charged by landlord for Utilities		
11. Gas	$ —	$ —
12. Electricity	$ —	$ —
13. Water	$ —	$ —
14. Sewer	$ —	$ —
15. Garbage & Recycling	$ —	$ —
Other Utilities (list separately by type):		
16.	$ —	$ —
17.	$ —	$ —
18. TOTAL INCOME (add only lines 1 and 3-17)	$ 49,757	$ 64,859

[1] or an alternative year in the event of extenuating circumstances.

[2] Interest earned by Landlord on Tenant security deposits, other interest, or investment income.

VIII. Operating Expense Worksheet

Additional operating expense items can be listed for this worksheet using separate page(s) as needed.

	Base Year (2019)	Current Year (2024)
1. Assessments	$ —	$ —
2. Real Property Taxes	$ 6744	$ 10,398
3. License Tax/Fee	$ 130	$ 99
4. Rent Board Registration Fees	$	$ 199
5. Insurance	$ 2259	$ 7823
6. Accounting	$ 2340	$ 1472
7. Legal (explain types of legal expenses)	$ —	$ —
8. Manager /Management Services	$ —	$ —
9. Security	$ —	$ —
10. Office Supplies	$ 85	$ 110
12. Normal Repairs	$ 2167	$ 255
13. Owner-Performed Labor	$ —	$ —
14. Plumbing Maintenance	$ —	$ —
15. Pool Maintenance	$ —	$ —
16. Landscape Maintenance/snow removal	$ 492	$ —
17. Other Maintenance	$ 259	$
18. Parking Lot/Street Maintenance	$ —	$ —
19. ~~Gas (separately metered only)~~ Oil	$ 5788	$ 5028
20. Electricity (separately metered only)	$ —	$ —
21. Water	$ 1085	$ 2129
22. Sewer	$ 362	$ (included in water bill)
23.Amortized portion of Capital Expense (see Sections X, XI and XII column (i))	$ * 8988	$ 13,413
24. Vandalism Repairs	$ —	$ —
25. Uninsured Damages	$ —	$ —
27. TOTAL OPERATING EXPENSES	**$ 33,686**	**$ 46,674**

* From Schedule E, Line 18, 2019 tax return. (Attached)

SCHEDULE E
Form 1040 or 1040-SR)

Department of the Treasury
Internal Revenue Service (99)

Supplemental Income and Loss

(From rental real estate, royalties, partnerships, S corporations, estates, trusts, REMICs, etc.)

▶ **Attach to Form 1040, 1040-SR, 1040-NR, or 1041.**

▶ **Go to www.irs.gov/ScheduleE for instructions and the latest information.**

OMB No. 1545-0074

2019

Attachment Sequence No. **13**

Name(s) shown on return: Fredric & Bonnie-Kate G. Shotz

Your social security number: 020-30-5678

Part I **Income or Loss From Rental Real Estate and Royalties** **Note:** If you are in the business of renting personal property, use **Schedule C** (see instructions). If you are an individual, report farm rental income or loss from **Form 4835** on page 2, line 40.

A Did you make any payments in 2019 that would require you to file Form(s) 1099? (see instructions) ..... [X] Yes [ ] No

B If "Yes," did you or will you file required Forms 1099? ..... [X] Yes [ ] No

1a Physical address of each property (street, city, state, ZIP code)

A 33 Derring Street, Portland, ME 04101

B

C

1b	Type of Property (from list below)
A	1
B	
C	

2 For each rental real estate property listed above, report the number of fair rental and personal use days. Check the **QJV** box only if you meet the requirements to file as a qualified joint venture. See instructions.

	Fair Rental Days	Personal Use Days	QJV
A	365		[ ]
B			[ ]
C			[ ]

Type of Property:

1 Single Family Residence
2 Multi-Family Residence
3 Vacation/Short-Term Rental
4 Commercial
5 Land
6 Royalties
7 Self-Rental
8 Other (describe)

Income:	Properties:	A	B	C
3 Rents received	3	50675.		
4 Royalties received	4			
Expenses:				
5 Advertising	5			
6 Auto and travel (see instructions)	6	3071.		
7 Cleaning and maintenance	7	2917.		
8 Commissions	8			
9 Insurance	9	1695.		
10 Legal and other professional fees	10	2340.		
11 Management fees	11			
12 Mortgage interest paid to banks, etc. (see instructions)	12			
13 Other interest	13			
14 Repairs	14			
15 Supplies	15	64.		
16 Taxes	16	2757.		
17 Utilities	17	8090.		
18 Depreciation expense or depletion	18	8988.		
19 Other (list) ▶ Stmt 16	19	80.		
20 Total expenses. Add lines 5 through 19	20			
21 Subtract line 20 from line 3 (rents) and/or 4 (royalties). If result is a (loss), see instructions to find out if you must file **Form 6198**	21	2766.		
22 Deductible rental real estate loss after limitation, if any, on **Form 8582** (see instructions)	22	( )	( )	( )

23a Total of all amounts reported on line 3 for all rental properties	23a	50675.
b Total of all amounts reported on line 4 for all royalty properties	23b	
c Total of all amounts reported on line 12 for all properties	23c	17907.
d Total of all amounts reported on line 18 for all properties	23d	8988.
e Total of all amounts reported on line 20 for all properties	23e	

24 **Income.** Add positive amounts shown on line 21. **Do not** include any losses	24	2766.
25 **Losses.** Add royalty losses from line 21 and rental real estate losses from line 22. Enter total losses here	25	( )
26 **Total rental real estate and royalty income or (loss).** Combine lines 24 and 25. Enter the result here. If Parts II, III, IV, and line 40 on page 2 do not apply to you, also enter this amount on Schedule 1 (Form 1040 or 1040-SR), line 5, or Form 1040-NR, line 18. Otherwise, include this amount in the total on line 41 on page 2	26	2766.

LHA **For Paperwork Reduction Act Notice, see the separate instructions.**

Schedule E (Form 1040 or 1040-SR) 2019

921491 10-09-19

IX. Allowances for Capital Improvements

Operating expenses include the amortized costs of capital improvements plus an interest allowance to cover the amortization of those costs. A capital improvement shall be any improvement to a unit or property which materially adds to the value of the property, appreciably prolongs its useful life or adapts it to a new use and has a useful life of more than one year and a direct cost of $250.00 or more per unit.

Allowances for capital improvements shall be subject to the following conditions:

1. The amortization period shall be in conformance with the schedule adopted by the City, as provided in Section XI, unless it is determined that an alternate period is justified based on the evidence presented at the Rent Board hearing.
2. Capital improvement costs do not include costs incurred to bring the Rental Unit into compliance with a provision of Portland Code or state law where the original installation of the improvement was not in compliance with code requirements.

Example of a Capital Improvement with Amortized Expenses and an Interest Allowance:

Owner filed a Petition on March 1, 2023 for an individual rent adjustment for a roof that was completed covering a four-rental unit building. The cost of the Capital Improvement was $20,000 benefiting all four units in the building. The amortization period for a roof is ten (10) years according to the below tables. The applicable interest allowance based on the Primary Mortgage Survey is 3.88% + 2% for this example. The calculation of the capital improvement per month is:

Capital Improvement Cost	Interest Allowance	Period	Total Principal & Interest – Life of Improvement	Total Interest – Life of Improvement
$20,000	5.88%	10 years (120 months)	$26,500.52	$6,500.52

Annual Amortized Cost	Monthly Amortized Cost	# of Units	Monthly Cost per Unit
$2,650.05	$220.84	4	$55.21

Completed Capital Improvement and Expense Worksheet (Current Year)

This list may include any capital expenses that are still being amortized in the current year. For example, if a roof was replaced last year, the amortized portion may be counted in the current year.

(a) Item #	(b) Brief Description	(c) # of Units Impacted	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Amount	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____

*Use the amortization table in this Attachment and the information about interest rates.

Total for Current Year [add amounts in column (d)]: $ _____

Annual Cost for Current Year [add amounts in column (i)]: $ _____

X111

(a) Item #										
1										
2										
3										
4										
5										
6										
7										

*Use the amortization table in this Attachment and the information about interest rates. Fill in columns (a) through (f) and then columns (g) through (k) will fill in automatically.

Total for Base Year: $ -

[add amounts in column (

Completed Capital Improvement and Expense Worksheet (Current Year)

(a) Item #	(b) Description of Expense	(c) # of Units Impacted By Expense	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Cost	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit	Units affected
1	FurnaceBoiler	5	$ 14,500.00	8.08%	10	$ 6,684.63	$ 21,184.63	$ 2,118.46	$ 176.54	$ 35.31	All 4
2	Windows	4	$ 38,313.00	8.08%	5	$ 8,386.03	$ 46,699.03	$ 9,339.81	$ 778.32	$ 194.58	All 4
3	Carpentry	3 ~~5~~	$ 28,149.00	8.08%	10	$ 12,976.93	$ 41,125.93	$ 4,112.59	$ 342.72	$ 114.24	Units 1, 2 & 3
4	Masonry	5	$ 9,420.00	8.08%	20	$ 9,602.95	$ 19,022.95	$ 951.15	$ 79.26	$ 15.85	All 4
5	Elect Wiring	1 ~~5~~	$ 5,707.00	8.08%	10	$ 2,630.98	$ 8,337.98	$ 833.80	$ 69.48	$ 69.48	Unit 1
6	Hardwood Flr	1	$ 4,785.00	8.08%	10	$ 2,205.93	$ 6,990.93	$ 699.09	$ 58.26	$ 58.26	Unit 1
7	Driveway Lvlg	1 ~~5~~	$ 2,840.00	8.08%	10	$ 1,309.26	$ 4,149.26	$ 414.93	$ 34.58	$ 34.58	Unit 1

XVI. Monthly Rent Worksheet

List the monthly rent, including all fees, charged each tenant, for the twelve (12) months preceding the date of the petition. If the rent was raised during the twelve-month period preceding the petition, including the amount of any fees, list each rent charged and indicate the date each raise was implemented. Provide the year and amount of any unused (banked) Annual Increase Percentage (AIP), Tax Rate Rent Adjustment (prior to 2023), or New Tenancy, or any other rent increase authorized by the Rent Board that have been banked with proper notice to each tenant for future rent increases.

Unit #	Rent	AIP & New Tenant Increase	Date of Increase	AIP & New Tenant Taken (%)	AIP & New Tenant Deferred (%)	Other Charges (Please specify)	Comment
2F	$ 1122	$ 22	4/1/24	2 %	– %	$ –	
2C	$ 1124	$ 74	7/1/24	7 %	– %	$ –	
2R	$ 1418	$ 28	6/1/24	2 %	– %	$ –	
3	$ 1750	$ –	–	– %	– %	$ –	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	

XVII. Proposed Adjustment Worksheet

Use the worksheet below to document current and proposed rents on a per-unit basis. MNOI increases should be distributed on a per capita basis or proportionally to the square footage or costs and expenses attributed to each unit.

Indicate method of allocation: Per Capita

Unit #	Base Period Rent Year (2019)	Date Tenancy Commenced (mm/dd/yyyy)	Initial Rent of Current Tenant/s	Date of Last Rent Increase (mm/dd/yyyy)	Rent used in Current Year Income Calculation	Rent as of Date Petition Submitted	Proposed Rent +10%
2F	$ 850	8/20/2010	$ 850	4/1/2024	$ 1100	$ 1122	$ 1234
2C	$ 850	7/3/2024	$ 1124	4/1/2024	$ 1050	$ 1124	$ 1236
2R	$ 1150	3/1/2021	$ 1250	4/1/2024	$ 1325	$ 1418	$ 1560
3	$ 1395	7/1/2022	$ 1750	4/1/2024	$ 1750	$ 1750	$ 1925
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$

XVIII. CLAIM FOR ADJUSTMENT OF BASE YEAR NET OPERATING INCOME AND ASSOCIATED RENT ADJUSTED CLAIM

The ordinance dictates that the Rent Board must presume the net operating income the landlord earned from a covered unit during calendar year 2019 yielded a fair return on investment, unless the landlord proves that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. **Complete this Section XIX and the following Sections XX and XXI only if you are seeking an adjustment in base rent due to special or peculiar circumstances.**

Check the factors below that are applicable to your claim.

A. Exceptional Expenses in the Base Year. The landlord's operating expenses in the base year were unusually high or low in comparison to other years. In such instances, adjustments may be made in calculating operating expenses in order that the base year operating expenses reflect average expenses for the property over a reasonable period of time. Check which factor(s) contributed to your claim:
   a. Extraordinary amounts were expended for necessary maintenance and repairs
   b. Maintenance and repair expenditures were exceptionally low as to cause inadequate maintenance or significant deterioration in the quality of services provide
   c. Other expenses were unreasonably high or low notwithstanding the application of prudent business practices.

B. Exceptional Circumstances in the Base Year. The gross income during the base year was disproportionately low due to exceptional circumstances. In such instances, adjustments may be made in calculating base year gross rental income consistent with the purpose of analyzing base year net operating income. Check which factor(s) contributed to your claim:
   a. ✓ The gross income during the base year was lower than it might have been because some residents were charged reduced rent.
   b. The gross income during the base year was significantly lower than normal because of the destruction of the premises and/or temporary relocation for construction or repairs.
   c. ✓ The pattern of rent increases in the years prior to the base year were less than increases in the CPI.

C. Other exceptional circumstances: (specify)

If the Rent Board determines that one or more of the above circumstances apply, the calculation of MNOI in Section XX will be performed with an Adjusted Gross Income, and that will be substituted for the Section XVI calculations. This figure represents the income that would have been expected absent the exceptional circumstances. Options for determining Adjusted Gross Income include, but are not limited to:

A. Base year rents charged for any comparable units in the same building.
B. The FY 2019 Fair Market Rents for Portland, ME, reported by the US Department of Housing:[4]

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
$989	$1,071	$1,387	$1,829	$2,198

[4] These values do not include the cost of utilities. If using these numbers, do not include the cost of utilities in the base year when completing the expense portion of the worksheet.

C. An appraisal of comparable fair market rental values as of 2019 for units similar to the units that are the subject of this application which has been prepared by a Maine licensed appraiser and is attached to this application.

Actual Gross Income for 2019: $ 50,675

Proposed Adjusted Gross Income for 2019: $ 53,094

Briefly describe the method for obtaining the proposed income and attach any relevant documentation in support of the claim for an adjustment of base year rent.

① 2 efficiency apartments, 2F and 2C, rents were $850 for 2019. Average rent for 2019 was $989, per pp XVIII of application.

$$\begin{array}{r} 989 \\ -\ 850 \\ \hline 139 \\ \times\ 12 \\ \hline 278 \\ 139 \\ \hline 1668 \\ \times\ \ 2 \\ \hline \$3336 \end{array}$$

apartments

$\$3336 + \$49,758 = \$53,094$ Adjusted Gross Income with rents increased to average.

② All unit rents include utilities. Apparently there is no adjustment for that difference, but I hope the Board considers it to support the adjusted gross income.

C. An appraisal of comparable fair market rental values as of 2019 for units similar to the units that are the subject of this application which has been prepared by a Maine licensed appraiser and is attached to this application.

Actual Gross Income for 2019: $ 49,757

Proposed Adjusted Gross Income for 2019: $ 54,011

Briefly describe the method for obtaining the proposed income and attach any relevant documentation in support of the claim for an adjustment of base year rent.

XV. Net Operating Income (NOI)

Net Operating Income = Income – Operating Expenses

	Base Year (2019)	Current Year (2024)
1. Total Annual Income	$ 49,757	$ 63,907
2. Annual Operating Expenses	$ 33,686	$ 46,674
3. Net Annual Operating Income	$ 16,071	$ 17,233
4. CPI [Annual Average CPI]	281.082	336.376

5. Percent Annual Increase in CPI Base Year to Current Year

$$\frac{\text{Line 4 Current Year-Line 4 Base Year}}{\text{Line 4 Base Year}} \times 100$$

19.67 %

6. Fair Net Annual Operating Income = Base Year Net Operating Income Adjusted by CPI Increase

$$\frac{\text{Line 5} + 100}{100} \times \text{Line 3 Base Year}$$

$ 19,232

7. Fair Net Annual Operating Income Minus Current Net Operating Income = Allowable Rent Increase

$$\text{Line 6} - \text{Line 3 Current Year}$$

$ 3161

8. Allowable Rent Increase/Unit/Month[3]

$$\text{Line 7} \div 12 \div \text{\# of Units}$$

$ 65.85

[3] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete XVIII Proposed Adjustment Worksheet.

XIX. Income and Operating Expense Worksheet With Adjustment of Base Year

	Base Year (2019)	Current Year (2024)
Rental Income		
1. Adjusted Gross Income (with Adjusted Base Year as proposed in Section XIX)	$ 54,011	$ 63,907
2. Portion Attributable to Vacancy	$ —	$ —
Fees (indicate what fee is for):		
3. Late fees	$ —	$ —
4. List fees, other than utilities, collected for services & amenities not included in rent	$ —	$
5. Laundry	$ —	$ 727
6. A/c rental	$ —	$ 225
7.	$ —	$ —
Other Income (list separately by type)[5]:		
8.	$ —	$ —
9.	$ —	$ —
10.	$ —	$ —
Fees charged by landlord for Utilities		
11. Gas	$ —	$ —
12. Electricity	$ —	$ —
13. Water	$ —	$ —
14. Sewer	$ —	$ —
15. Garbage & Recycling	$ —	$ —
Other Utilities (list separately by type):		
16.	$ —	$ —
17.	$ —	$ —
18. TOTAL INCOME (add only lines 1 and 3-17)	$ 54,011	$ 64,859

[5] Interest earned by Landlord on Tenant security deposits, other interest or investment income.

XX. Calculation of Fair Return Rent Adjustment with Adjustments of Base Year Amount

Complete only if seeking an adjustment of base year rent.

	Base Year (2019)	Current Year (2024)
1. Total Annual Income	$ 54,011	$ 63,907
2. Annual Operating Expenses	$ 33,686	$ 46,674
3. Net Annual Operating Income	$ 20,325	$ 17,233
4. CPI [Annual Average CPI]	281.082	336.376

5. Percent Annual Increase in CPI Base Year to Current Year

$$\frac{\text{Line 4 Current Year-Line 4 Base Year}}{\text{Line 4 Base Year}} \times 100$$

19.67 %

6. Fair Net Annual Operating Income = Base Year Net Operating Income Adjusted by CPI Increase

$$\frac{\text{Line 5} + 100}{100} \times \text{Line 3 Base Year}$$

$ 24323

7. Fair Net Annual Operating Income Minus Current Net Operating Income = Allowable Rent Increase

$$\text{Line 6} - \text{Line 3 Current Year}$$

$ 7090

8. Allowable Rent Increase/Unit/Month[6]

$$\text{Line 7} \div 12 \div \text{\# of Units}$$

$ 148

[6] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete XVIII Proposed Adjustment Worksheet.

XXI. Other Claims

Explain any other claims in support of this application and provide/attach any evidence in support of those claims. Please use additional pages as appropriate:

N/A

QUAKER SPECIAL RISK®
A JENCAP® COMPANY
120 Front Street, Suite 510, Worcester, MA 01608
(508) 755-6210 | quakerma.com

September 28, 2022

Anthony Lemmo
Sevigney-Lyons Insurance
Abenaki Professional Park
1662 Post Road
Wells, ME 04090
Phone: (207) 646-8388
Fax: (207) 646-6935

INSURANCE BINDER

This binder shall be effective from 12:01 A.M., 09/27/2022 standard time at the address of the Insured as stated below, and shall be subject to all the terms and conditions of the policy in current use by the Company. Unless cancelled in accordance with the provision set forth below, this Binder shall remain effective until replaced by issuance of the Company's policy.

THIS IS TO CERTIFY that the undersigned have procured insurance as hereinafter specified from:

Company: General Star Indemnity Company
A.M. Best Rating A++ (XV)

Assigned Policy #: IMA405574

Policy Term: 09/27/2022 to 09/27/2023

Risk #/Record #: 100712 – 224267

Insured: Frederic Shotz

Mailing Address: 33 Deering Street
Portland, ME 04101

Risk Description: Apartments

SUBJECTIVITIES

This quote is subject to the retail agent holding a P&C license in the state where the risk is located. If the agent does not hold a P&C license in that state, this quote is invalid and cannot be bound.

PROPERTY

Premise: 1 Bldg: 1 33 Deering street, Portland, ME 04101

Coverage	Limit	Rate	Coinsurance	Valuation	Causes of Loss	Premium
Building	$1,250,000	0.6640	80%	RC	Special	$8,302

Deductibles: 1000 (Wind or Hail included in AOP) All Other Perils

5000 Per Occurrence	Water Damage
50000 Limitation (Property)	Water Damage

Mortgagees: Biddeford Savings, A Division of Maine Community Bank ISAOA/ATIMA PO BOX 525 Biddeford ME 04005

Total Property Premium: $8,302.00

GENERAL LIABILITY

Limits of Liability:

General Aggregate:	$2,000,000
Products/Completed Operations Aggregate:	Included
Personal Advertising Injury:	$1,000,000
Each Occurrence Limit:	$1,000,000
Fire Damage Limit:	$100,000
Medical Expense Limit:	$5,000

Deductibles (Per Occurrence):

Bodily Injury and/or Property Damage Combined: $250

Premise: 1 Bldg: 1 33 Deering street, Portland, ME 04101

Coverage	Class Code	Rating Basis	Exposure	Prem Ops Rate	Prod Comp Ops Rate	Prem Ops Premium	Prod Comp Ops Premium	Premium
General Liability	60010 Apartment Buildings-Apartment Buildings	u	5	203.4300	0.0000	$1	$0	$1,017

Total General Liability Premium: $1,017.00

FORMS AND CONDITIONS

GSI-04-CP00D	Common Policy Declarations
GSI-04-FORMSCH	Form Schedule
GSI-04-I620	Policy Cover Sheet
GSI-04-I618	Common Policy Conditions
	Cancellation
	Changes
	Examination of Books and Records
	Inspections and Surveys
	Premiums
	Transfer Of Your Rights And Duties
	Nuclear Energy Liability Exclusion
GSI-04-I604	Minimum Earned Premium: 25%
GSI-04-I600	Service of Suit
CPR210008	Exclusion - Virus, Bacteria, Parasite or Other Organism
CPR210006	Exclusion - Terrorism
IL0189	ME--Changes-Concealment, Misrepresentation or Fraud
IL0247	ME--Changes-Cancellation and Nonrenewal
GSI-04-CP03D	Commercial Property Coverage Part Declarations
CP0090	Commercial Property Conditions
CP0010	Building & Personal Property Coverage Form

GSI-04-P400	Property Combined Provisions Endorsement
	-Deductible Provision
	-Electronic Data Limitation
	-Fungus Clean Up and Removal Limitation - $5,000 Limit
	-Absolute Asbestos Exclusion
	-No Duty or Responsibility to Send Notice When We Do Not Renew
CP1030	Cause of Loss - Special
CP1075	Cyber Incident Exclusion
CPR210004	Exclusion - Biological or Chemical Materials
CPR210005	Amendment of the Nuclear Hazard Exclusion Endorsement
	Fungus Limitation Endorsement
GSI-04-P433	Total Loss Endorsement
GSI-04-P486	Water Damage Limitation
GSI-04-P487	Multiple Deductible Form
CG2173	Exclusion of Certified Acts of Terrorism
GSI-04-CGLDEC	Commercial General Liability Coverage Part Declarations
CG0001	Commercial General Liability Coverage
GSI-04-C820	Exclusion-Punitive Or Exemplary Damages
GSI-04-C600	General Liability Combined Provisions Endorsement
	-Deductible Liability Insurance
	-Premium Bases Designation
	-Exclusion - Total Pollution
	-Exclusion - Employers Liability - Employee and Temporary Workers
	-Exclusion - Recording and Distribution of Material or Information in Violation of Law
	-Exclusion - Infringement or Dilution of Intellectual Property Rights
	-Exclusion - Asbestos
	-Exclusion - Employement Related Practices
	-Exclusion - Lead
	-Exclusion - Silica
	-Exclusion - Fungus(es) and Spores
	-Exclusion - Cross Suits
	-Exclusion - Bisphenol A
	-Premium Audit
	-Amendment of Insured Contract Definition
	-Amendment of Personal and Advertising Injury Definition
IL0021	Exclusion - Nuclear
CLF210044	Total PFAS Exclusion
CG2132	Communicable Disease Exclusion
CG2144	Limitation of Coverage to Designated Premises:
CLF110018	Designated Animal Liability Limitation
CLF210002	Habitability Exclusion

PREMIUM SUMMARY

Premium:	$9,319.00
Surplus Lines Tax	$287.07
Inspection Fee	$150.00
Policy Fee:	$100.00
Total:	**$9,856.07**

Commission to your office: 12.00%

In the event of cancellation or expiration of this binder without a policy or certificate being issued, the Insurers shall be entitled to an earned premium for the time in force at short rate of the annual rate as charged by Insurers hereof if cancelled by the Assured; and at the pro rata of the annual rate if cancelled by the Insurers.

NO FLAT CANCELLATIONS

Thank you for the bind order.

Regards,

Kristen Connolly
Senior Account Executive
Phone: (508) 755-6210
Email: kconnolly@quakerma.com

Binder Summary

Insured: Frederic Shotz ***Coverage:*** Commercial Package Policy (CPP) ***Effective:*** 9/27/2023

Policy Premium:	$7,361.00
Inspection Fee	$135.00
Policy Fee	$100.00
Surplus Lines Tax	$227.88
TRIA	REJECTED

Estimated Total Premium, Taxes and Fees:	**$7,823.88**

Agency Commission:	**10%**

Please provide the following outstanding item(s) to complete our file:

In order to bind we will need ACORD App signed, & TRIA.

**All Damage must be repaired

Subject to inspection

Prohibted:
No Students,subsidized, boarding, rooming house, Short term rental, Historic registry
Fed pacific breakers Stab Lok, Zinsco, or Challenger breakers, aluminum, knob & tube, or fuses,
Any reno

Note:

- Payment is due XS Brokers within 20 days of binding.
- If financing through XS Brokers, signed agreement & deposit is due within five (5) days of binding.
- If financing outside of XS Brokers, please ensure XS Brokers 13 Temple Street Quincy, MA 02167 is listed as the managing agent.
- Fees listed above may differ from the attached terms. The above is the total amount due XS Brokers.
- Min & Deposit: as per the attached carrier terms
- Minimum Earned Premium: 25% or as per the attached carrier terms (whichever is greater)

FAILURE TO COMPLY WITH ABOVE COULD RESULT IN CANCELLATION BY THE COMPANY

AS A REMINDER, you are not authorized to issue certificates that add /modify language in any way without XS Brokers prior approval; except when the certificate holder is automatically considered an additional insured under the policy form. XS Brokers must be notified prior to adding any certificate holder as an "additional insured", so that the proper endorsement can be issued.

Underwriter / Broker:
John Crowley
617-471-7171
jcrowley@XSBrokers.com

Account Exec:
Joshua Philbrick
(860) 206-0699
jphilbrick@XSBrokers.com

Claim Reporting:
claims@xsbrokers.com

Issued: *September 26, 2023*

Westchester
A Chubb Company

Quote Date:	09/26/2023	Policy Number:	FSF17283819 001
General Agent:	XS BROKERS INSURANCE AGENCY INC	SIC Code:	6513
Address:	13 TEMPLE STREET QUINCY, MA 21695		
Agent Contact:	John Crowley	Named Insured:	Frederic Shotz
		DBA:	
		Address:	33 Deering Street Portland, ME 04101
Producer Code:	Z08801		
From Email:	jcrowley@xsbrokers.com		
		Expiring Policy Number:	New

Thank you for binding the captioned account. Please read this binder carefully, as the limits, coverage, exclusions, and any other terms and conditions may vary from those you requested in your submission and/or from the expiring policy. Terms and conditions that are not specifically mentioned in this binder are not included. The terms and conditions of this binder supersede the submitted insurance specifications and all prior proposals and binders. Actual coverage will be provided by and in accordance with the policy as issued.

The insurer is not bound by any statements made in the submission purporting to bind the insurer unless such statement is reflected in the policy or in an agreement signed by someone authorized to bind the insurer.

The binder has been constructed in reliance on the data provided in the submission. A material change or misrepresentation of that data voids this binder.

Effective Date:	09/27/2023	**Expiration Date:**	09/27/2024
Company:	Westchester Surplus Lines Insurance Company (A.M. Best Rating A++)		
Coverage:	Building and Personal Property Coverage Form Commercial General Liability		

Please review the following coverage(s) offered. Coverage's may differ from those on the prior year's policy. Quote is based on the information currently available, and is subject to change upon receipt and review of renewal information.

PREMIUM SUMMARY

Liability	**$500.00**
Property Premium	**$6,861.00**
Terrorism	$0.00

Total Policy Premium **$7,361.00**

Any applicable taxes, surcharges or countersignature fees etc. are in addition to the above stated premium. The actual taxes, surcharges or fees, etc. will be those in effect on the date coverage is bound. The insured is responsible for paying these taxes, surcharges or fees in addition to the above stated premium. Please be advised that the General Agent will comply with all state law requirements and is responsible for making State Surplus Filings and remitting the applicable Surplus Lines taxes.

BIND CONDITIONS

_ _ Retail Agency Commission

_ _ Minimum & Deposit

_X_ Minimum Earned __25%

_ _ Fully Earned

_ _ COI from all Sub-Contractors or Vendors

_X_ Favorable GL & Property Inspection Within 30 Days

_ _ Auditable Annually

_X_ Signed Application

_X_ 3 Year Hard Copy Loss Runs

_X_ Signed TRIA Form

_ _ COI from Tenants

__

GENERAL LIABILITY

Limits		**Deductible**
General Aggregate	$2,000,000	$500 BI/PD
Products/Completed Operations Aggregate	Included	
Personal & Advertising Injury	$1,000,000	
Each Occurrence	$1,000,000	
Fire Damage Limit	$100,000	
Medical Expense	$5,000	

Location Schedule

Loc. No.	Bld. No.	Address
1		Location #1: 33 Deering Street, Portland, ME 04101

Class and Premium

Loc. No.	Bld. No.	Classification	Class Code	Premium Basis	Exposure	Prem/ Ops Rate	Prem/Ops Premium	Prod/CO Rate	Prod/CO Premium	**Total Premium**
1		[60010]	60010	Units	5	$88.37	$442	INCL	INCL	$442

		Apartment Buildings								
						The Total General Liability Classification Premium:			$442	

ADDITIONAL INSUREDS

Loc#	Description	Premium
1	CG2018 (04/13) - Additional Insured - Mortgagee, Assignee Or Receiver	$0

PROPERTY

33 Deering Street, Portland, ME 04101

Loc #	Bldg #	Rate	Building	Improvements /Betterments	BPP	BI	Property Premium	Equipment Breakdown	Total Premium
1	1	0.54	$1,250,000	N/A	N/A	N/A	$6,750	$111	$6,861

OTHER PROPERTY COVERAGE TERMS AND CONDITIONS

Loc#	Bldg #	Cause of Loss	Coinsurance	Building Valuation	Improvements/Betterments Valuation	Improvements/ Betterments Coinsurance	Contents Valuation	Business Interruption Valuation	AOP Deductible	Theft Deductible	Wind Deductible
1	1	Special Including Theft	80%	RC	RC	80%	RC		$2,500	$2,500	AOP, subject to minimum of $2,500

SIC: 6513

ADDITIONAL COVERAGES

Loc#	Bldg#	Description	Limit	Premium
1	1	(CP12181012) Loss Payable Provision	N/A	$0

UNDERWRITER COMMENTS

FORMS

Form Number	Edition	Title
TRIA24a	0820	POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

Commercial Property

Form Number	Edition	Title
CPBMB2	(06/11)	BOILER AND MACHINERY/EQUIPMENT BREAKDOWN DECLARATIONS
ACE0204	(05/10)	FUNGUS, WET ROT, DRY ROT AND BACTERIA EXCLUSION
ACE0210	(01/08)	NUCLEAR, BIOLOGICAL, CHEMICAL, RADIOLOGICAL EXCLUSION ENDORSEMENT
ACE0359	(12/10)	EARTHQUAKE SPRINKLER LEAKAGE EXCLUSION
ACE0421	(08/09)	PRE-EXISTING PROPERTY DAMAGE EXCLUSION
ACE0681	(10/11)	DEFINITION OF LOSS OCCURRENCE ENDORSEMENT
ACE0755	(02/13)	COMMERCIAL PROPERTY CONDITIONS
AWB0213	(10/15)	COSMETIC DAMAGE ROOF EXCLUSION
CP0140	(07/06)	EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA
CP0411	(10/12)	PROTECTIVE SAFEGUARDS
CP1030	(10/12)	CAUSES OF LOSS - SPECIAL FORM
CP1218	(10/12)	LOSS PAYABLE PROVISIONS
ILP003	(07/05)	FLOOD COVERAGE ADVISORY NOTICE TO POLICYHOLDERS
FA49317	(06/17)	ASBESTOS MATERIAL EXCLUSION
ALL39844	(10/16)	CHUBB PRIVACY NOTICE
CP1075	(12/20)	CYBER INCIDENT EXCLUSION
ALL10750	(01/15)	TERRORISM EXCLUSION ENDORSEMENT

Interline

Form Number	Edition	Title
CPfs2	(01/11)	FORMS SCHEDULE
XS3U96f	(02/06)	SERVICE OF SUIT ENDORSEMENT
WSG084	(05/11)	SURPLUS LINES BROKER NOTICE
LD5S23I	(04/22)	Signatures (Surplus Lines)

IL0017	(11/98)	COMMON POLICY CONDITIONS
ALL20887	(10/06)	CHUBB PRODUCER COMPENSATION PRACTICES & POLICIES
ALL21101	(11/06)	TRADE OR ECONOMIC SANCTIONS ENDORSEMENT
AWB0311	(02/16)	CLAIMS DIRECTORY
AWB0310	(09/15)	MINIMUM EARNED PREMIUM ENDORSEMENT
SL17895	(08/04)	MAINE SURPLUS LINES NOTIFICATION
ILP001	(01/04)	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC) ADVISORY NOTICE TO POLICYHOLDERS

General Liability

Form Number	Edition	Title
ALL39844	(10/16)	CHUBB PRIVACY NOTICE
AWB56803	(01/22)	EXCLUSION - ANIMALS
AWB0153	(09/15)	EXCLUSION SPECIAL EVENTS
AWB0160	(09/15)	EXCLUSION AMUSEMENT DEVICE OR AMUSEMENT RIDE
AWB0162	(09/15)	TOTAL ABUSE AND MOLESTATION EXCLUSION
AWB0171	(02/16)	Premium Audit Endorsement
AWB55970	(07/21)	EMPLOYER'S LIABILITY EXCLUSION
CG0001	(04/13)	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG0300	(01/96)	DEDUCTIBLE LIABILITY INSURANCE
CG2018	(04/13)	ADDITIONAL INSURED - MORTGAGEE, ASSIGNEE OR RECEIVER
CG2106	(05/14)	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION
CG2132	(05/09)	COMMUNICABLE DISEASE EXCLUSION
CG2147	(12/07)	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG2149	(09/99)	TOTAL POLLUTION EXCLUSION ENDORSEMENT
CG2167	(12/04)	FUNGI OR BACTERIA EXCLUSION
CG2196	(03/05)	SILICA OR SILICA-RELATED DUST EXCLUSION
CGP016	(05/14)	GENERAL LIABILITY ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION EXCLUSIONS
GLE0122	(01/13)	NON-STACKING OF LIMITS ENDORSEMENT
GLX0001	(01/96)	DISCRIMINATION EXCLUSION
ULX0005	(01/97)	Lead Exclusion

AWB0110	(09/15)	CONTRACTOR OR SUBCONTRACTORS CONDITIONS AND SUBLIMIT ENDORSEMENT
CG2416	(12/07)	CANOES OR ROWBOATS
CG2101	(11/85)	ATHLETIC PARTICIPANT EXCLUSION
IL0021	(09/08)	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT
MANA0047	(07/99)	CROSS SUIT EXCLUSION
IL0003	(09/08)	CALCULATION OF PREMIUM
AWB55969	(07/21)	LIMITATION OF COVERAGE TO DESIGNATED PREMISES OR PROJECT
AWB0142	(07/16)	PRE-EXISTING OR PROGRESSIVE DAMAGE EXCLUSION
AWB0156	(09/15)	EXCLUSION FIREWORKS, PYROTECHNICS, OR OTHER SIMILAR DISPLAYS
AWB0157	(09/15)	Exclusion Liquor Liability
AWB0159	(09/15)	TOTAL AMUSEMENT DEVICE OR AMUSEMENT RIDE EXCLUSION
AWB0163	(09/15)	CLASSIFICATION LIMITATION ENDORSEMENT
LD49320	(06/17)	GENETICALLY MODIFIED ORGANISM OR SUBSTANCE EXCLUSION
LD49323	(06/17)	EXPANDED DEFINITION OF BODILY INJURY
ALL49342	(06/17)	REPRESENTATION AND WARRANTY ENDORSEMENT
AWB56804	(01/22)	EXCLUSION - FIREARMS OR OTHER PERSONAL PROTECTION DEVICES
AWB53568	(06/20)	TOBACCO OR TOBACCO-RELATED PRODUCTS OR ELECTRONIC VAPORIZER DEVICES
AWB53569	(06/22)	CANNABIS EXCLUSION
CG2173	(01/15)	EXCLUSION OF CERTIFIED ACTS OF TERRORISM

ADDITIONAL FORMS

Commercial Property

Form Number	Edition	Title
CPBMB2	(06/11)	BOILER AND MACHINERY/EQUIPMENT BREAKDOWN DECLARATIONS
AWB0211	(02/16)	WINDSTORM OR HAIL DEDUCTIBLE
AWB0215	(10/15)	ACV ROOF LIMITATION FORM
BM1000	(05/99)	EQUIPMENT BREAKDOWN COVERAGE ENDORSEMENT
CP0010	(10/12)	BUILDING AND PERSONAL PROPERTY COVERAGE FORM
FA53914	(07/20)	MAINTENANCE OF HEAT CONDITION

XS BROKERS

Insurance Binder

THE TERMS AND CONDITIONS OF THIS CONFIRMATION OF INSURANCE MAY NOT COMPLY WITH THE SPECIFICATIONS SUBMITTED FOR CONSIDERATION. PLEASE READ THIS CONFIRMATION CAREFULLY AND COMPARE IT WITH ANY QUOTE AND SUBMISSION DOCUMENTS AND REVIEW THE POLICY FORMS FOR THE ACTUAL COVERAGES PROVIDED.

IN ACCORDANCE WITH YOUR INSTRUCTIONS, AND IN RELIANCE UPON THE STATEMENTS MADE BY THE RETAIL BROKER IN THE INSURED'S APPLICATION/SUBMISSION, WE HAVE OBTAINED INSURANCE AT YOUR REQUEST AS FOLLOWS:

Date Issued:	October 17, 2024	
XS Client:	Sevigney-Lyons Insurance Agency 1662 Post Road Wells, ME 04090	
Named Insured:	Frederic Shotz	
	33 Deering Street	
	Portland, ME 04101	
Primary 1st Location:	33 Deering Street , Portland ME, 04101	
Insurer:	Westchester Surplus Lines Insurance Company AM Best rating: A+ Non-Admitted	
Policy No.:	FSF17283819 002	**Renewal Of:** FSF17283819 001
Policy Period:	9/27/2024 TO 9/27/2025	
Coverage:	Commercial Package Policy (CPP)	**Term**: 12 Months
Limits Of Liability:	$1,250,000	Building
	RCV	Valuation
	80%	Coinsurance
	$2,000,000	General Aggregate
	$1,000,000	Per Occurrence
Policy Form:	Occurrence	
Exposures:		
Deductible:	$2,500	All Perils
	$500	GL Deductible
Premium:	$8,337.00	
Policy Fee	$100.00	
Taxes	$253.11	
Tria Premium:	REJECTED	
Total:	**$8,690.11**	

Endorsements / **Exclusions**:

Subject To:

- Completed Affidavit Form
- Completed TRIA Form with the appropriate "accept/reject box" selection made - Signed and Dated by the insured
- Fully Completed, Signed/Dated Apartment Supplemental Application

Prohibted:
No Students,subsidized, boarding, rooming house, Short term rental, Historic registry
Fed pacific breakers Stab Lok, Zinsco, or Challenger breakers, aluminum, knob & tube, or fuses,
Any reno

Terms / Conditions:
100% MINIMUM AND DEPOSIT
25% MINIMUM EARNED PREMIUM AT INCEPTION.

Additional Interest:

Mortgagee
Maine Community Bank, ISAOA ATIMA
PO BOX 3529
Coppell, TX 75019

ALL OTHER TERMS AND CONDITIONS APPLY PER FORM

CONDITIONS: This binder is intended for use as evidence that insurance, as described herein, has been effected and subject to all terms and conditions of the policy which will be issued and that in event of any inconsistency herewith, the terms and conditions of such policy shall prevail. The Company does not permit flat cancellations. The Insurers may cancel this binder by notice to the insured in accordance with policy conditions. This binder is cancelled when replaced by a policy.

AS A REMINDER, you are not authorized to issue certificates that add or modify language in any way without express XS Brokers approval first. Except when the certificate holder is automatically considered an additional insured under the policy form, XS Brokers must be notified when adding any certificate holder as an "additional insured", so that the proper endorsement can be issued. Certificate holders should never be added as an "additional named insured" without express company approval.

PREMIUM PAYMENT IS DUE WITHIN THIRTY (30) DAYS FROM EFFECTIVE DATE UNLESS OTHERWISE STIPULATED.

UNDERWRITING CONTACT: John Crowley

ACCOUNT EXECUTIVE: Diareni Gomez

CLAIMS CONTACT: Cindy Siegel-Kiely

INSURED: Frederic Shotz

DATE ISSUED: October 17, 2024

Created by: Diareni Gomez Reference #:1747779

FORMS

Form Number	Edition	Title
TR51728a	0820	POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

Commercial Property

Form Number	Edition	Title
CPBMB2	(06/11)	BOILER AND MACHINERY/EQUIPMENT BREAKDOWN DECLARATIONS
ACE0204	(05/10)	FUNGUS, WET ROT, DRY ROT AND BACTERIA EXCLUSION
ACE0210	(01/08)	NUCLEAR, BIOLOGICAL, CHEMICAL, RADIOLOGICAL EXCLUSION ENDORSEMENT
ACE0359	(12/10)	EARTHQUAKE SPRINKLER LEAKAGE EXCLUSION
ACE0421	(08/09)	PRE-EXISTING PROPERTY DAMAGE EXCLUSION
ACE0681	(10/11)	DEFINITION OF LOSS OCCURRENCE ENDORSEMENT
ACE0755	(02/13)	COMMERCIAL PROPERTY CONDITIONS
AWB0213	(10/15)	COSMETIC DAMAGE ROOF EXCLUSION
CP0140	(07/06)	EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA
CP0411	(09/17)	PROTECTIVE SAFEGUARDS
CP1030	(10/12)	CAUSES OF LOSS - SPECIAL FORM
CP1056	(06/07)	SPRINKLER LEAKAGE EXCLUSION
CP1218	(10/12)	LOSS PAYABLE PROVISIONS
ILP003	(07/05)	FLOOD COVERAGE ADVISORY NOTICE TO POLICYHOLDERS
FA49317	(06/17)	ASBESTOS MATERIAL EXCLUSION
ACE0239	(10/19)	HURRICANE MINIMUM EARNED PREMIUM ENDORSEMENT
ALL39844	(10/16)	CHUBB PRIVACY NOTICE
CP1075	(12/20)	CYBER INCIDENT EXCLUSION
FA57843	(03/23)	TOTAL OR CONSTRUCTIVE TOTAL LOSS ENDORSEMENT
ALL10750	(01/15)	TERRORISM EXCLUSION ENDORSEMENT

Interline

Form Number	Edition	Title
CPfs2	(01/11)	FORMS SCHEDULE
WSG084	(05/11)	SURPLUS LINES BROKER NOTICE
LD5S23I	(04/22)	Signatures (Surplus Lines)
TRIA24a	(08/20)	POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE
IL0017	(11/98)	COMMON POLICY CONDITIONS
ALL20887	(10/06)	CHUBB PRODUCER COMPENSATION PRACTICES & POLICIES
ALL21101	(11/06)	TRADE OR ECONOMIC SANCTIONS ENDORSEMENT
AWB0311	(02/16)	CLAIMS DIRECTORY
AWB0310	(09/15)	MINIMUM EARNED PREMIUM ENDORSEMENT
SL34255b	(04/23)	SERVICE OF SUIT ENDORSEMENT
SL17895	(08/04)	MAINE SURPLUS LINES NOTIFICATION
ILP001	(01/04)	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC) ADVISORY NOTICE TO POLICYHOLDERS

General Liability

Form Number	Edition	Title
ALL39844	(10/16)	CHUBB PRIVACY NOTICE
AWB56803	(01/22)	EXCLUSION - ANIMALS
AWB0153	(09/15)	EXCLUSION SPECIAL EVENTS
AWB0160	(09/15)	EXCLUSION AMUSEMENT DEVICE OR AMUSEMENT RIDE
AWB0162	(09/15)	TOTAL ABUSE AND MOLESTATION EXCLUSION
AWB0171	(02/16)	Premium Audit Endorsement
AWB55970	(07/21)	EMPLOYER'S LIABILITY EXCLUSION
CG0001	(04/13)	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG0300	(01/96)	DEDUCTIBLE LIABILITY INSURANCE
CG2018	(04/13)	ADDITIONAL INSURED - MORTGAGEE, ASSIGNEE OR RECEIVER
CG2106	(05/14)	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION
CG2132	(05/09)	COMMUNICABLE DISEASE EXCLUSION

CG2147	(12/07)	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG2149	(09/99)	TOTAL POLLUTION EXCLUSION ENDORSEMENT
CG2196	(03/05)	SILICA OR SILICA-RELATED DUST EXCLUSION
CGP016	(05/14)	GENERAL LIABILITY ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION EXCLUSIONS
GLE0122	(01/13)	NON-STACKING OF LIMITS ENDORSEMENT
GLX0001	(01/96)	DISCRIMINATION EXCLUSION
ULX0005	(01/97)	Lead Exclusion
AWB0110	(09/15)	CONTRACTOR OR SUBCONTRACTORS CONDITIONS AND SUBLIMIT ENDORSEMENT
CG2416	(12/07)	CANOES OR ROWBOATS
CG2101	(11/85)	ATHLETIC PARTICIPANT EXCLUSION
IL0021	(09/08)	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT
MANA0047	(07/99)	CROSS SUIT EXCLUSION
IL0003	(09/08)	CALCULATION OF PREMIUM
AWB55969	(07/21)	LIMITATION OF COVERAGE TO DESIGNATED PREMISES OR PROJECT
AWB0142	(07/16)	PRE-EXISTING OR PROGRESSIVE DAMAGE EXCLUSION
AWB0156	(09/15)	EXCLUSION FIREWORKS, PYROTECHNICS, OR OTHER SIMILAR DISPLAYS
AWB0157	(09/15)	Exclusion Liquor Liability
AWB0159	(09/15)	TOTAL AMUSEMENT DEVICE OR AMUSEMENT RIDE EXCLUSION
AWB0163	(09/15)	CLASSIFICATION LIMITATION ENDORSEMENT
LD49320	(06/17)	GENETICALLY MODIFIED ORGANISM OR SUBSTANCE EXCLUSION
LD49323	(06/17)	EXPANDED DEFINITION OF BODILY INJURY
ALL49342	(06/17)	REPRESENTATION AND WARRANTY ENDORSEMENT
AWB56804	(01/22)	EXCLUSION - FIREARMS OR OTHER PERSONAL PROTECTION DEVICES
LD45351	(03/16)	FUNGI OR BACTERIA EXCLUSION
CG2173	(01/15)	EXCLUSION OF CERTIFIED ACTS OF TERRORISM
AWB53568	(06/20)	TOBACCO OR TOBACCO-RELATED PRODUCTS OR ELECTRONIC VAPORIZER DEVICES
AWB53569	(06/22)	CANNABIS EXCLUSION

ADDITIONAL FORMS

Commercial Property

Form Number	Edition	Title
CPBMB2	(06/11)	BOILER AND MACHINERY/EQUIPMENT BREAKDOWN DECLARATIONS
AWB0211	(02/16)	WINDSTORM OR HAIL DEDUCTIBLE
AWB0215	(10/15)	ACV ROOF LIMITATION FORM
BM1000	(05/99)	EQUIPMENT BREAKDOWN COVERAGE ENDORSEMENT
CP0010	(10/12)	BUILDING AND PERSONAL PROPERTY COVERAGE FORM
FA53914	(07/20)	MAINTENANCE OF HEAT CONDITION
FA53918	(07/20)	WATER DAMAGE SPECIAL DEDUCTIBLE -SPECIFIED LOCATION(S)

Attached please find TR-51728a (08/20) – Policyholder Disclosure Notice of Terrorism Insurance Coverage. This disclosure notice is required by the Federal Terrorism Risk Insurance Act. The specific premium charge for the terrorism coverage is provided on this Disclosure Notice. This terrorism specific premium is included as part of the overall premium stated above for the Company's participation.

If the Insured elects to purchase Terrorism Coverage, the policy will include TR-45231a (08/20) – Policyholder Disclosure Notice of Terrorism Insurance Coverage along with IL 0952 (01-15) – Cap on losses from Certified Acts of Terrorism if Property coverage is purchased and CG 2170 (01/15) – Cap on Losses From Certified Acts of Terrorism if Casualty coverage is purchased.

If the Insured elects to reject Terrorism Coverage, the policy will include TRIA24a (08/20) – Policyholder Disclosure Notice of Terrorism Insurance Coverage along with ALL-10750 (01/15) – Terrorism Exclusion if Property coverage is purchased and CG 2173 (01/15) – Exclusion of Certified Acts of Terrorism if Casualty coverage is purchased.

FOREMOST®
INSURANCE COMPANY GRAND RAPIDS, MICHIGAN

RB 721530
381-0065870335

FOREMOST INSURANCE COMPANY
GRAND RAPIDS, MICHIGAN
P.O. BOX 2450
GRAND RAPIDS, MI 49501-2450

ATTENTION AGENT

This packet contains your copy of insurance documents which have already been forwarded to your customer, and your customer's lienholder (if applicable). Thank you for placing your business with us.

18-9314-024

VARNEY AGENCY INC
C/O WHITNEY & SANBORN AGENCY
32 OAK ST
BANGOR ME 04401-6515

COPY

Frequently asked questions about the Foremost Specialty Dwelling Program . . .

Q. What is the Foremost Specialty Dwelling Program?

A. The Specialty Dwelling Program is our answer for properties and customers you may have trouble writing with your preferred carriers.

Q. What are some examples of properties that I can write in the Foremost Specialty Dwelling Program?

A.
- Low valued properties
- Properties with cosmetic concerns
- Older homes
- Customers with credit problems
- Customers with loss problems
- Vacant, Rental, Seasonal or Owner-occupied properties
- Many, many more

Q. Will the Specialty Dwelling Program accept homes in any condition?

A. No. Even though we accept properties that other companies reject, the risk must meet our underwriting guidelines.

Call 1-800-527-3905 to quote or book a policy today!

COPY

FOREMOST®
INSURANCE COMPANY
Home Office
5600 Beech Tree Lane
P.O. Box 2450
Caledonia, Michigan 49316

FOREMOST BASICS™ DECLARATIONS PAGE

POLICY NUMBER: 381-0065870335-16
RENEWAL OF: 381-0065870335-15
POLICY PERIOD BEGINNING 12/18/19 **ENDING** 12/18/20 12:01 A.M. STANDARD TIME

YOU AS NAMED INSURED AND YOUR ADDRESS

FREDRIC SHOTZ
174 FALMOUTH RD
FALMOUTH ME 04105-2055

YOUR POLICY IS SERVICED BY

VARNEY AGENCY INC
C/O WHITNEY & SANBORN AGENCY
32 OAK ST
BANGOR ME 04401-6515

AGENCY CODE:
189314024

TELEPHONE:
(207) 657-2827

COVERAGES: Coverage is provided only where an Amount of Insurance or a Limit of Liability is shown and a premium is stated for the Peril Insured Against. Detailed descriptions and any limitations will be found in your policy.

AGGREGATE LIMIT: If your Declarations Page indicates SECTION II COVERAGES, the most we will pay in any one Policy Period for any one insured Location for Liability is $2,000,000 regardless of the number of claims, suits, accidents, or offenses.

COPY

LOCATION # 1

IMPORTANT RATING INFORMATION

PREMISES DESCRIPTION: 33 DEERING ST
PORTLAND ME 04101-2229

CONSTRUCTION:	BRICK/MASONRY	**TERRITORY:**	B	**YR. BUILT:**	1860
FAMILIES:	4	**PROT. CLASS:**	2	**FORM:**	DF3
OCCUPANCY:	RENTAL	**RESP. FIRE DEPT.:**	PORTLAND BRAMHALL FS		
HYDRANT:	WITHIN 1,000 FEET	**COUNTY:**	CUMBERLAND		
FIRE DEPT.:	WITHIN 5 MILES				

MORTGAGEE #1

LOAN NO.:
BIDDEFORD SAVINGS BANK
ISAOA ATIMA
254 MAIN STREET
BIDDEFORD ME 04005-2400

MORTGAGEE #2

LOAN NO.:
BIDDEFORD SAVINGS BANK
ISAOA ATIMA
254 MAIN STREET
BIDDEFORD ME 04005-2400

MORTGAGEE #3

LOAN NO.: 0641732987
NATIONAL MORTGAGE LLC
ISAOA
PO BOX 7729
SPRINGFIELD OH 45501-7729

SECTION I COVERAGES	AMOUNT OF INSURANCE	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
A. DWELLING	$ 284,625		$ 1,052.00
C. PERSONAL PROPERTY	$ 25,000		$ 71.00
D. LOSS OF RENTS	$ 27,500		$ 138.00

(1/12 PER MONTH)

SECTION I LOSSES ARE SUBJECT TO A DEDUCTIBLE OF: $1,000 ALL PERILS

SECTION II COVERAGES	LIMIT OF LIABILITY	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
F. PREMISES LIABILITY	$ 500,000 EA ACCIDENT		$ 186.00
G. MEDICAL PAYMENTS	$ 1,000 EA PERSON $ 10,000 EA ACCIDENT		$ 5.00

FORMS/ENDORSEMENTS THAT APPLY TO LOCATION # 1	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
11011 03/11 REDUCTION IN COV WHEN VACANT/UNOCC.		
11003 03/06 DWELLING FIRE THREE - LANDLORD		
11151 05/18 REQUIRED CHANGE - MAINE		
11164 05/08 LIQUID FUEL AND MOLD		

DISCOUNTS/SURCHARGES THAT APPLY TO LOCATION # 1	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
CLAIMS FREE DISCOUNT		$ -36.00
4-FAMILY SURCHARGE		$ 732.00
MASONRY DISCOUNT		$ -183.00
PRE-1930 CHARGE		$ 305.00

LOCATION # 1 Annual Premium $ 2,270.00

TOTAL ANNUAL POLICY PREMIUM $ 2,270.00

MINIMUM EARNED PREMIUM $100

THIS DECLARATIONS PAGE WITH YOUR FOREMOST POLICY PROVISIONS AND ANY ENDORSEMENTS ISSUED TO FORM A PART THEREOF COMPLETES THE ABOVE NUMBERED POLICY.

COPY

ADDITIONAL FEE INFORMATION

In consideration of our agreement to allow you to pay in installments, the following service fee(s) apply per installment:

1-PAY	2-PAY	4-PAY	10-PAY	12-PAY
$0.00	$6.00	$6.00	$6.00	$2.00

Processed: October 21, 2019

FOREMOST®
INSURANCE COMPANY GRAND RAPIDS, MICHIGAN

RB 721530
381-0065870335

FOREMOST INSURANCE COMPANY
GRAND RAPIDS, MICHIGAN
P.O. BOX 2450
GRAND RAPIDS, MI 49501-2450

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BANGOR ME 04401-6515

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- Many, many more

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Call 1-800-527-3905 to quote or book a policy today!

COPY

FOREMOST
INSURANCE COMPANY
GRAND RAPIDS, MICHIGAN

Home Office
5600 Beech Tree Lane
P.O. Box 2450
Caledonia, Michigan 49316

FOREMOST BASICS™ DECLARATIONS PAGE

POLICY NUMBER: 381-0065870335-17
RENEWAL OF: 381-0065870335-16
POLICY PERIOD BEGINNING 12/18/20 **ENDING** 12/18/21 12:01 A.M. STANDARD TIME

YOU AS NAMED INSURED AND YOUR ADDRESS

FREDRIC SHOTZ
174 FALMOUTH RD
FALMOUTH ME 04105-2055

YOUR POLICY IS SERVICED BY

VARNEY AGENCY INC
C/O WHITNEY & SANBORN AGENCY
32 OAK ST
BANGOR ME 04401-6515

AGENCY CODE:
189314024

TELEPHONE:
(207) 657-2827

COVERAGES: Coverage is provided only where an Amount of Insurance or a Limit of Liability is shown and a premium is stated for the Peril Insured Against. Detailed descriptions and any limitations will be found in your policy.

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LOCATION # 1

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HYDRANT:	WITHIN 1,000 FEET	**COUNTY:**	CUMBERLAND		
FIRE DEPT.:	WITHIN 5 MILES				

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BIDDEFORD SAVINGS BANK
ISAOA ATIMA
254 MAIN STREET
BIDDEFORD ME 04005-2400

MORTGAGEE #2

LOAN NO.:
BIDDEFORD SAVINGS BANK
ISAOA ATIMA
254 MAIN STREET
BIDDEFORD ME 04005-2400

MORTGAGEE #3

LOAN NO.: 0641732987
NATIONAL MORTGAGE LLC
ISAOA
PO BOX 7729
SPRINGFIELD OH 45501-7729

SECTION I COVERAGES	AMOUNT OF INSURANCE	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
A. DWELLING	$ 292,595		$ 1,080.00
C. PERSONAL PROPERTY	$ 25,000		$ 71.00
D. LOSS OF RENTS	$ 27,500		$ 138.00

(1/12 PER MONTH)

SECTION I LOSSES ARE SUBJECT TO A DEDUCTIBLE OF: $1,000 ALL PERILS

SECTION II COVERAGES	LIMIT OF LIABILITY	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
F. PREMISES LIABILITY	$ 500,000 EA ACCIDENT		$ 186.00
G. MEDICAL PAYMENTS	$ 1,000 EA PERSON $ 10,000 EA ACCIDENT		$ 5.00

FORMS/ENDORSEMENTS THAT APPLY TO LOCATION # 1	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
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11003 03/06 DWELLING FIRE THREE - LANDLORD		
11151 05/18 REQUIRED CHANGE - MAINE		
11164 05/08 LIQUID FUEL AND MOLD		

DISCOUNTS/SURCHARGES THAT APPLY TO LOCATION # 1	ADD'L/RETURN PREMIUM	ANNUAL PREMIUM
CLAIMS FREE DISCOUNT		$ -37.00
4-FAMILY SURCHARGE		$ 750.00
MASONRY DISCOUNT		$ -188.00
PRE-1930 CHARGE		$ 313.00

LOCATION # 1 Annual Premium $ 2,318.00

TOTAL ANNUAL POLICY PREMIUM $ 2,318.00

MINIMUM EARNED PREMIUM $100

THIS DECLARATIONS PAGE WITH YOUR FOREMOST POLICY PROVISIONS AND ANY ENDORSEMENTS ISSUED TO FORM A PART THEREOF COMPLETES THE ABOVE NUMBERED POLICY.

COPY

ADDITIONAL FEE INFORMATION

In consideration of our agreement to allow you to pay in installments, the following service fee(s) apply per installment:

1-PAY	2-PAY	4-PAY	10-PAY	12-PAY
$0.00	$6.00	$6.00	$6.00	$2.00

Processed: October 20, 2020

2:48 PM

04/11/25

Cash Basis

33 Deering Street

Transaction Detail By Account

December 2 - 31, 2019

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Rental									
Invoice	12/02/2019	923	Dylan M John 3	Monthly Rent		Accounts Rec...	1,395.00	1,385.07	1,385.07
Invoice	12/02/2019	923	Dylan M John 3	Monthly Rent		Accounts Rec...	1,395.00	9.93	1,395.00
Invoice	12/02/2019	926	Schatz, Jon-Robert 2F	Monthly Rent		Accounts Rec...	850.00	850.00	2,245.00
Invoice	12/04/2019	924	Elijah Meyers 2R	Monthly Rent		Accounts Rec...	1,150.00	1,139.10	3,384.10
Invoice	12/04/2019	924	Elijah Meyers 2R	Monthly Rent		Accounts Rec...	1,150.00	10.90	3,395.00
Invoice	12/04/2019	932	Nicholas Camire 2C	Monthly Rent		Accounts Rec...	850.00	850.00	4,245.00
Total Rental								4,245.00	4,245.00
TOTAL								**4,245.00**	**4,245.00**

2:52 PM

04/11/25

Cash Basis

33 Deering Street
Transaction Detail By Account
December 2020

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Rental									
Invoice	12/02/2020	972	Katrina Zoe Norbom...	Monthly Rent		Accounts Rec...	850.00	850.00	850.00
Invoice	12/02/2020	974	Schatz, Jon-Robert 2F	Monthly Rent		Accounts Rec...	850.00	850.00	1,700.00
Invoice	12/03/2020	973 *	Linda McEnroe 2R	Monthly Rent		Accounts Rec...	800.00	800.00	2,500.00
Invoice	12/07/2020	971	Dylan M John 3	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	3,895.00
Total Rental								3,895.00	3,895.00
TOTAL								**3,895.00**	**3,895.00**

* Friend in need. Gave her a $350 discount for 3 month stay.

33 Deering Street
Transaction Detail By Account
January through December 2021

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Rental									
Invoice	01/02/2021	976	Linda McEnroe 2R	Monthly Rent		Accounts Rec...	800.00	800.00	800.00
Invoice	01/04/2021	975	Katrina Zoe Norbom...	Monthly Rent		Accounts Rec...	950.00	950.00	1,750.00
Invoice	01/13/2021	977	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	950.00	100.00	1,850.00
Invoice	01/16/2021	980	Andrew Gumble Apt 3	Monthly Rent		Accounts Rec...	697.50	697.50	2,547.50
Invoice	02/01/2021	977	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	950.00	850.00	3,397.50
Invoice	02/01/2021	981	Andrew Gumble Apt 3	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	4,792.50
Invoice	02/01/2021	984	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	950.00	950.00	5,742.50
Invoice	02/02/2021	983	Linda McEnroe 2R	Monthly Rent		Accounts Rec...	800.00	800.00	6,542.50
Invoice	02/03/2021	982	Katrina Zoe Norbom...	Monthly Rent		Accounts Rec...	950.00	950.00	7,492.50
Invoice	03/01/2021	986	Andrew Gumble Apt 3	Monthly Rent		Accounts Rec...	1,395.00	1,389.03	8,881.53
Invoice	03/01/2021	987	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	10,131.53
Invoice	03/01/2021	989	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	950.00	950.00	11,081.53
Invoice	03/04/2021	988	Katrina Zoe Norbom...	Monthly Rent		Accounts Rec...	600.00	600.00	11,681.53
Invoice	03/15/2021	986	Andrew Gumble Apt 3	Monthly Rent		Accounts Rec...	1,395.00	5.97	11,687.50
Invoice	03/15/2021	994	Cade Wright 2C	Monthly Rent		Accounts Rec...	200.00	200.00	11,887.50
Invoice	03/22/2021	995	Cade Wright 2C	Monthly Rent		Accounts Rec...	106.50	106.50	11,994.00
Invoice	04/01/2021	990	Andrew Gumble Apt 3	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	13,389.00
Invoice	04/01/2021	993	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	14,439.00
Invoice	04/02/2021	991	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	15,689.00
Invoice	04/02/2021	996	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	950.00	16,639.00
Invoice	05/01/2021	997	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	950.00	17,589.00
Invoice	05/01/2021	999	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	18,639.00
Invoice	05/03/2021	998	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	19,889.00
Invoice	05/03/2021	1001	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	21,284.00
Invoice	06/01/2021	1002	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	450.00	21,734.00
Invoice	06/01/2021	1003	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	22,984.00
Invoice	06/01/2021	1005	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,026.54	24,010.54
Invoice	06/01/2021	1005	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	23.46	24,034.00
Invoice	06/02/2021	1004	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	25,429.00
Invoice	06/14/2021	1002	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	500.00	25,929.00
Invoice	07/01/2021	1009	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	26,979.00
Invoice	07/02/2021	1007	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	28,229.00
Invoice	07/02/2021	1008	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	29,624.00
Invoice	07/12/2021	1006	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	633.33	30,257.33
Invoice	07/26/2021	1006	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	316.67	30,574.00
Invoice	08/01/2021	1015	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	31,624.00
Invoice	08/02/2021	1014	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	33,019.00
Invoice	08/03/2021	1013	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,295.00	1,290.20	34,309.20
Invoice	08/03/2021	1013	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,295.00	4.80	34,314.00
Invoice	08/05/2021	1012	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	950.00	35,264.00
Invoice	09/01/2021	1019	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	36,314.00
Invoice	09/02/2021	1016	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	950.00	37,264.00
Invoice	09/02/2021	1017	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,295.00	4.80	37,268.80
Invoice	09/02/2021	1017	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,295.00	1,290.20	38,559.00
Invoice	09/02/2021	1018	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	39,954.00
Invoice	10/01/2021	1023	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	41,349.00
Invoice	10/01/2021	1024	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	42,399.00
Invoice	10/04/2021	1021	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	925.64	43,324.64

33 Deering Street
Transaction Detail By Account
January through December 2021

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Invoice	10/04/2021	1022	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	44,574.64
Invoice	10/27/2021	1021	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	24.36	44,599.00
Invoice	11/01/2021	1026	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	45,849.00
Invoice	11/01/2021	1028	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	23.46	45,872.46
Invoice	11/01/2021	1028	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,026.54	46,899.00
Invoice	11/05/2021	1027	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	1,260.00	1,260.00	48,159.00
Invoice	11/08/2021	1025	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	930.41	49,089.41
Invoice	11/08/2021	1025	Cade Wright 2C	Monthly Rent		Accounts Rec...	950.00	19.59	49,109.00
Invoice	12/01/2021	1032	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	50,159.00
Invoice	12/02/2021	1030	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	51,409.00
Invoice	12/03/2021	1031	Kathleen Carr ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,395.00	700.00	52,109.00
Invoice	12/05/2021	1031	Kathleen Carr ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,395.00	695.00	52,804.00
Deposit	12/27/2021			Cade Wright ...		Biddeford OP ...	50.00	50.00	52,854.00
General Journal	12/31/2021	Adj12...		Remove old u...		Building	225.00	225.00	53,079.00
Total Rental								53,079.00	53,079.00
TOTAL								**53,079.00**	**53,079.00**

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Cash Basis

33 Deering Street
Transaction Detail By Account
January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Rental									
Invoice	01/01/2022	916	Krell, Micah	Monthly Rent ...		Accounts Rec...	225.00	225.00	225.00
Invoice	01/01/2022	1034	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	1,475.00
Invoice	01/01/2022	1035	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	950.00	445.00	1,920.00
Invoice	01/01/2022	1036	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	2,970.00
General Journal	01/01/2022	CI	Krell, Micah	Reverse old r...		Accounts Rec...	-225.00	-225.00	2,745.00
Invoice	01/04/2022	1035	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	950.00	505.00	3,250.00
Invoice	02/02/2022	1041	Donnelly, Emily	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	4,645.00
Invoice	02/03/2022	1038	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	5,895.00
Invoice	02/03/2022	1039	Kathleen Carr 2C	Monthly Rent		Accounts Rec...	950.00	950.00	6,845.00
Invoice	02/07/2022	1037	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	7,895.00
Invoice	02/08/2022	1047	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	995.00	8,890.00
Invoice	03/01/2022	1044	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	9,940.00
Invoice	03/01/2022	1045	Donnelly, Emily	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	11,335.00
Invoice	03/02/2022	1042	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	12,585.00
Invoice	03/07/2022	1048	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	995.00	13,580.00
Invoice	04/01/2022	1049	Donnelly, Emily	Monthly Rent		Accounts Rec...	1,395.00	1,000.00	14,580.00
Invoice	04/01/2022	1050	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	995.00	15,575.00
Invoice	04/01/2022	1051	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	16,825.00
Invoice	04/01/2022	1052	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	17,875.00
Invoice	04/07/2022	1049	Donnelly, Emily	Monthly Rent		Accounts Rec...	1,395.00	395.00	18,270.00
Invoice	05/01/2022	1053	Donnelly, Emily	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	19,665.00
Invoice	05/01/2022	1054	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	995.00	20,660.00
Invoice	05/01/2022	1055	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	21,910.00
Invoice	05/01/2022	1056	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	22,960.00
Invoice	06/01/2022	1058	Donnelly, Emily 3	Monthly Rent		Accounts Rec...	1,395.00	1,395.00	24,355.00
Invoice	06/01/2022	1059	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	995.00	25,350.00
Invoice	06/01/2022	1061	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	26,400.00
Invoice	06/02/2022	1060	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	27,650.00
Invoice	07/01/2022	1065	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	28,700.00
Invoice	07/01/2022	1069	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,500.00	1,384.62	30,084.62
Invoice	07/05/2022	1063	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	990.00	31,074.62
Invoice	07/05/2022	1064	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,250.00	1,250.00	32,324.62
Invoice	07/29/2022	1063	Edward deBary 2C	Monthly Rent		Accounts Rec...	995.00	5.00	32,329.62
Invoice	08/01/2022	1070	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	995.00	33,324.62
Invoice	08/01/2022	1072	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	34,374.62
Invoice	08/02/2022	1071	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,425.00	1,425.00	35,799.62
Invoice	08/10/2022	1069	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,500.00	115.38	35,915.00
Invoice	08/10/2022	1080	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	37,665.00
Invoice	09/01/2022	1077	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	38,715.00
Invoice	09/01/2022	1079	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	39,765.00
Invoice	09/02/2022	1078	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	41,090.00
Invoice	09/04/2022	1070	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	55.00	41,145.00
Invoice	09/04/2022	1081	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	42,895.00
Invoice	10/01/2022	1085	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	44,220.00
Invoice	10/01/2022	1087	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	45,270.00
Invoice	10/04/2022	1086	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	47,020.00
Invoice	10/11/2022	1084	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	48,070.00
Invoice	11/01/2022	1090	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	49,395.00

Apt 3 - Roommate added - Apt 3 is a 2 Br apartment, previously rented as a 1 Br, single occupant. (2 occupants)

33 Deering Street
Transaction Detail By Account
January through December 2022

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Invoice	11/01/2022	1092	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	50,445.00
Invoice	11/02/2022	1091	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	52,195.00
Invoice	11/07/2022	1089	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	53,245.00
Invoice	12/01/2022	1095	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	54,295.00
Invoice	12/01/2022	1096	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	55,620.00
Invoice	12/01/2022	1098	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	56,670.00
Invoice	12/09/2022	1097	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	58,420.00
Total Rental								58,420.00	58,420.00
TOTAL								**58,420.00**	**58,420.00**

33 Deering Street
Transaction Detail By Account
January through December 2023

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Rental									
Invoice	01/01/2023	1103	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	1,100.00
Invoice	01/03/2023	1100	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,070.00	1,070.00	2,170.00
Invoice	01/03/2023	1101	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	3,495.00
Invoice	01/13/2023	1102	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	5,245.00
Invoice	02/01/2023	1107	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	6,345.00
Invoice	02/02/2023	1105	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	7,670.00
Invoice	02/06/2023	1104	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	8,720.00
Invoice	02/10/2023	1106	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	10,470.00
Invoice	03/01/2023	1111	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	11,570.00
Invoice	03/02/2023	1109	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	12,895.00
Invoice	03/03/2023	1108	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	13,945.00
Invoice	03/06/2023	1110	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	15,695.00
Invoice	04/01/2023	1114	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	17,020.00
Invoice	04/01/2023	1116	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	18,120.00
Invoice	04/05/2023	1113	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	19,170.00
Invoice	04/05/2023	1115	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	20,920.00
Invoice	05/01/2023	1120	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	22,020.00
Invoice	05/02/2023	1117	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	23,070.00
Invoice	05/02/2023	1118	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	24,395.00
Invoice	05/04/2023	1119	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	26,145.00
Invoice	06/01/2023	1122	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	27,470.00
Invoice	06/01/2023	1124	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	28,570.00
Invoice	06/02/2023	1121	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	29,620.00
Invoice	06/05/2023	1123	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	31,370.00
Invoice	07/01/2023	1125	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	32,470.00
Invoice	07/03/2023	1127	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	33,795.00
Invoice	07/05/2023	1126	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	34,845.00
Invoice	08/01/2023	1129	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	62.10	34,907.10
Invoice	08/01/2023	1129	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	987.90	35,895.00
Invoice	08/01/2023	1130	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	37,220.00
Invoice	08/01/2023	1132	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	38,320.00
Invoice	08/03/2023	1131	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	40,070.00
Invoice	08/16/2023	1128	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	41,820.00
Invoice	09/01/2023	1136	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	42,920.00
Invoice	09/05/2023	1133	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	43,970.00
Invoice	09/05/2023	1134	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	45,295.00
Invoice	09/16/2023	1135	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	47,045.00
Invoice	10/01/2023	1139	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	48,095.00
Invoice	10/02/2023	1137	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	49,195.00
Invoice	10/02/2023	1140	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	50,520.00
Invoice	10/24/2023	1141	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	52,270.00
Invoice	11/01/2023	1145	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	53,370.00
Invoice	11/02/2023	1143	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	54,695.00
Invoice	11/09/2023	1142	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	55,745.00
Invoice	11/16/2023	1144	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	57,495.00
Invoice	12/01/2023	1147	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	58,820.00
Invoice	12/01/2023	1149	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	59,920.00

33 Deering Street
Transaction Detail By Account
January through December 2023

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Invoice	12/02/2023	1148	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	61,670.00
Invoice	12/04/2023	1146	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	62,770.00
Total Rental								62,770.00	62,770.00
TOTAL								**62,770.00**	**62,770.00**

2:57 PM

04/11/25

Cash Basis

33 Deering Street
Transaction Detail By Account
January through December 2024

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Rental									
Invoice	01/01/2024	1154	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	1,100.00
Invoice	01/02/2024	1152	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	2,425.00
Invoice	01/03/2024	1151	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,100.00	50.00	2,475.00
Invoice	01/03/2024	1151	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,100.00	1,050.00	3,525.00
Invoice	01/05/2024	1153	Newhall, Evan - ~~2C~~	Monthly Rent		Accounts Rec...	1,750.00	969.00	4,494.00
Invoice	01/06/2024	1153	Newhall, Evan - ~~2C~~	Monthly Rent		Accounts Rec...	1,750.00	726.74	5,220.74
Invoice	01/31/2024	1153	Newhall, Evan - ~~2C~~	Monthly Rent		Accounts Rec...	1,750.00	54.26	5,275.00
Invoice	02/01/2024	1155	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	6,325.00
Invoice	02/01/2024	1156	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	7,650.00
Invoice	02/01/2024	1157	Newhall, Evan - 2C	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	9,400.00
Invoice	02/01/2024	1158	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	10,500.00
Invoice	03/04/2024	1159	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	11,550.00
Invoice	03/04/2024	1160	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,325.00	1,325.00	12,875.00
Invoice	03/04/2024	1162	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,100.00	1,100.00	13,975.00
Invoice	04/01/2024	1163	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	15,025.00
Invoice	04/01/2024	1166	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	16,147.00
Invoice	04/02/2024	1164	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,390.00	17,537.00
Invoice	04/03/2024	1165	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	19,287.00
Invoice	04/09/2024	1161	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	21,037.00
Invoice	05/01/2024	1167	Edward deBary 2C	Monthly Rent		Accounts Rec...	1,050.00	1,050.00	22,087.00
Invoice	05/02/2024	1164	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	28.00	22,115.00
Invoice	05/02/2024	1168	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	56.00	22,171.00
Invoice	05/02/2024	1168	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,362.00	23,533.00
Invoice	05/03/2024	1169	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	25,283.00
Invoice	05/03/2024	1170	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	26,405.00
Invoice	06/01/2024	1174	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	27,527.00
Invoice	06/03/2024	1172	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	28,945.00
Invoice	06/03/2024	1173	Newhall, Evan - ~~2C~~ 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	30,695.00
Invoice	07/01/2024	1176	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	32,113.00
Invoice	07/01/2024	1178	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	23.50	32,136.50
Invoice	07/01/2024	1178	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,098.50	33,235.00
Check	07/02/2024	2601	Edward deBary 2C	pro rate		Biddeford OP ...	120.00	120.00	33,355.00
Invoice	07/03/2024	1177	Newhall, Evan 2C	Monthly Rent		Accounts Rec...	1,180.00	1,180.00	34,535.00
Invoice	07/03/2024	1179	O'Brian, David 3	Monthly Rent ...		Accounts Rec...	1,355.00	201.94	34,736.94
Invoice	07/03/2024	1179	O'Brian, David 3	Monthly Rent ...		Accounts Rec...	1,355.00	1,153.06	35,890.00
Invoice	08/01/2024	1180	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	37,012.00
Invoice	08/01/2024	1183	O'Brian, David 3	Monthly Rent		Accounts Rec...	1,750.00	1,717.61	38,729.61
Invoice	08/02/2024	1182	Newhall, Evan 2C	Monthly Rent		Accounts Rec...	1,124.00	1,124.00	39,853.61
Invoice	08/02/2024	1183	O'Brian, David 3	Monthly Rent		Accounts Rec...	1,750.00	32.39	39,886.00
Invoice	08/06/2024	1181	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	41,304.00
Invoice	09/03/2024	1184	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	42,722.00
Invoice	09/03/2024	1185	Newhall, Evan 2C	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	43,844.00
Invoice	09/03/2024	1186	O'Brian, David 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	45,594.00
Invoice	09/03/2024	1187	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	46,716.00
Invoice	10/01/2024	1188	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	47,838.00
Invoice	10/01/2024	1190	Newhall, Evan - 2C	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	48,960.00
Invoice	10/01/2024	1191	O'Brian, David 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	50,710.00
Invoice	10/02/2024	1189	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	52,128.00

33 Deering Street
Transaction Detail By Account
January through December 2024

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Invoice	11/01/2024	1195	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	53,250.00
Invoice	11/04/2024	1192	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	54,668.00
Invoice	11/05/2024	1193	Newhall, Evan - 2C	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	55,790.00
Invoice	11/05/2024	1194	O'Brian, David 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	57,540.00
Invoice	12/02/2024	1196	Josh Sullivan 2R	Monthly Rent		Accounts Rec...	1,418.00	1,418.00	58,958.00
Invoice	12/06/2024	1197	Newhall, Evan - 2C	Monthly Rent		Accounts Rec...	1,124.00	1,124.00	60,082.00
Invoice	12/06/2024	1198	O'Brian, David 3	Monthly Rent		Accounts Rec...	1,750.00	1,750.00	61,832.00
Invoice	12/06/2024	1199	Schatz, Jon-Robert ...	Monthly Rent		Accounts Rec...	1,122.00	1,122.00	62,954.00
Total Rental								62,954.00	62,954.00
TOTAL								**62,954.00**	**62,954.00**

Long Term Rental - Supplemental Info

This information is provided for informational purposes only

License Status(es): Expired, In Review, Issued, On Hold, Pending - Documentation Required, Pending - Legal Review, Renewed, Revoked, Submitted, Submitted - Online, Void

License Year	License Number	Address	Parcel #	Units	HQS/UPCS		# UPCS Units	# HQSUnits	No Smoking Units	Sprinkled Building # Units	BLDiscount Average Unit									
2022	LTR-000021-2018	33 DEERING ST	047 B023001	4			0	0	4	0	$2.50									
		Row #		Unit #	Base Rent	Previous Rent	a) Allowable Increase Percentage ($)	Tax Rate	b) 5%New Tenancy Increase ($)	c) Banked Rent Used ($)	d) Rent Board Approved Increase ($)	Total Increase (a+b+c+d) ($)	Current Rent	Banked Rent Remaining	Current Sec. Dep	Other Payments	# Bedrooms	# Bathrooms	Kitchen Inc?	Unit Desc
		1		2C	$850	$850	$0	$0	$0	$0	$0	$0	$850	$0	$0	$0	1	1	TRUE	None of the above
		2		2F	$900	$900	$0	$0	$0	$0	$0	$0	$900	$0	$0	$0	1	1	TRUE	None of the above
		3		2R	$1,195	$1,195	$0	$0	$0	$0	$0	$0	$1,195	$0	$1,195	$0	1	1	TRUE	None of the above
		4		3	$1,295	$1,295	$0	$0	$0	$0	$0	$0	$1,295	$0	$0	$0	1	1	TRUE	None of the above
2023	LTR-000021-2018	33 DEERING ST	047 B023001	4			0	0	4	0	$2.50									
		Row #		Unit #	Base Rent	Previous Rent	a) Allowable Increase Percentage ($)	Tax Rate	b) 5%New Tenancy Increase ($)	c) Banked Rent Used ($)	d) Rent Board Approved Increase ($)	Total Increase (a+b+c+d) ($)	Current Rent	Banked Rent Remaining	Current Sec. Dep	Other Payments	# Bedrooms	# Bathrooms	Kitchen Inc?	Unit Desc
		1		2C	$850	$850	$36.55	$36.75	$42.5	$0	$0	$75	$925	$40.8	$925	$0	1	1	TRUE	None of the above
		2		2F	$900	$900	$39	$39	$0	$0	$0	$75	$975	$3	$850	$0	1	1	TRUE	None of the above
		3		2R	$1,195	$1,195	$51	$56	$60	$0	$0	$55	$1,250	$112	$0	$0	1	1	TRUE	None of the above
		4		3	$1,395	$1,395	$60	$69.75	$69.75	$0	$0	$130	$1,525	$53.9	$1,525	$0	1	1	TRUE	None of the above
2024	LTR-000021-2018	33 DEERING ST	047 B023001	4			0	0	4	0	$2.50									
		Row #		Unit #	Base Rent	Previous Rent	a) Allowable Increase Percentage ($)	Tax Rate	b) 5%New Tenancy Increase ($)	c) Banked Rent Used ($)	d) Rent Board Approved Increase ($)	Total Increase (a+b+c+d) ($)	Current Rent	Banked Rent Remaining	Current Sec. Dep	Other Payments	# Bedrooms	# Bathrooms	Kitchen Inc?	Unit Desc
		1		2C	$850	$925	$21	$0	$0	$40.8	$0	$21	$1,050	$40.8	$925	$0	1	1	TRUE	None of the above
		2		2F	$900	$975	$2	$0	$0	$3	$0	$22	$1,100	$0	$850	$0	1	1	TRUE	None of the above
		3		2R	$1,195	$1,250	$26.5	$0	$0	$112	$0	$95	$1,325	$43.5	$1,195	$0	1	1	TRUE	None of the above
		4		3	$1,395	$1,525	$33	$0	$0	$54	$0	$76	$1,632	$0	$1,525	$0	1	1	TRUE	None of the above
2025	LTR-000021-2018	33 DEERING ST	047 B023001	4			0	0	4	0	$2.50									
		Row #		Unit #	Base Rent	Previous Rent	a) Allowable Increase Percentage ($)	Tax Rate	b) 5%New Tenancy Increase ($)	c) Banked Rent Used ($)	d) Rent Board Approved Increase ($)	Total Increase (a+b+c+d) ($)	Current Rent	Banked Rent Remaining	Current Sec. Dep	Other Payments	# Bedrooms	# Bathrooms	Kitchen Inc?	Unit Desc
		1		2C	$850	$1,050	$21	$0	$53	$0	$0	$74	$1,124	$0	$1,124	$0	1	1	TRUE	None of the above
		2		2F	$900	$1,100	$22	$0	$0	$0	$0	$0	$1,122	$0	$850	$0	1	1	TRUE	None of the above
		3		2R	$1,195	$1,325	$0	$0	$0	$0	$0	$93	$1,418	$0	$1,195	$0	1	1	TRUE	None of the above
		4		3	$1,395	$1,632	$118	$0	$0	$0	$0	$118	$1,750	$0	$1,525	$0	1	1	TRUE	None of the above

City of Portland – Housing Safety Division
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

April 23, 2025

Owner Name and Address:

Anna Guare
99 King St
Westbrook, ME 04092

Agent Name and Address:

N/A

Property Address and Unit:

29 Parris St, Unit 3

CBL:

033-I-001-293

Tenants/Interested Parties:

No

March 11, 2025

City of Portland Maine
389 Congress Street, Room 307
Portland, ME 04101
Attn: Rent Control Board

Re: 29 Parris Street, Unit 3

Dear Rent Control Board:

Please see the attached application to adjust the rent for 29 Parris Street, Unit 3 for your consideration. The unit is currently vacant.

This is a condo unit and I am the current owner. I purchased the condo in 2017 to be my primary residence. I began renting it during COVID in June 2020 for $1,350. I've had only one tenant. I did not raise the rent while they were renting and the rent remained $1,350 until they decided to move out July 2024. This is the only property that I own and rent out. I was unaware of the restrictions on rent when I registered the rental unit with the city in June of 2020. The costs associated with owning and maintaining this unit have skyrocketed and include a basement stabilization project undertaken by the Condo Associates that cost each Condo Owner over $12,000. In order to cover costs and obtain a fair rate of return, I am requesting to raise the rent to $2,000, as stated in the attached application and supporting documentation.

It has taken me a significant amount of time over several months to put together an accurate and thorough application and supporting documentation. The very first page of the application states that the landlord is entitled to a fair return on investment. If the rent increase requested here is not allowed, not only will you be preventing a fair return on investment, but it will mean that I will need to go into the negative each month in order to keep renting it as the monthly expenses will be greater than the monthly rent. I will need to sell and likely, this will mean one less rental unit on the market.

Please let me know if you have any questions.

Sincerely,

Anna Guare

City of Portland Permitting and Inspections Department Landlord Worksheet/Petition for Rent Board Approved Increase Rent Increase using Fair Return Standard: Maintenance of Net Operating Income (MNOI)

Note to Applicants

All information and documentation provided in this application will be made available to the public, pursuant to applicable public access laws in the State of Maine. An Applicant may choose to redact sensitive information contained herein, including, but not limited to bank account information, debit card or credit card information, government-issued identification information, personal contact information such as phone numbers, email addresses, tenant or employee names, or other personally identifying information. The Rent Board may act within its authority to request any additional information it deems pertinent to the application at hand.

Introductory Information

A landlord is entitled to a fair return on investment, which means an amount sufficient to allow a just and reasonable rate of return, to encourage the investment of capital in the rental housing market, to fairly compensate investors for the risks they have assumed, and to achieve minimum constitutionally protected standards.

Pursuant to the Rent Control Ordinance, the fair return on investment must be calculated using Maintenance of Net Operating Income (MNOI). This methodology presumes the net operating income the landlord earned from a Covered unit during the calendar year 2019 yielded a fair return on investment unless the landlord proves that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. To qualify for an MNOI increase, the landlord has to file this application for a hearing by the Rent Board.

1. Presumption of Base Year Net Operating Income
   It shall be presumed that the net operating income received by the landlord during the calendar year 2019 (the Base Year) yielded a Fair Return on investment. This presumption may be rebutted, in which case an adjusted Base Year Net Operating Income shall be used.
2. Fair Return
   A landlord has the right to obtain a net operating income equal to the Base Year (2019) net operating income adjusted by 100% of the percentage increase in the Consumer Price Index (CPI), since the Base Year. It shall be presumed this standard provides a Fair Return.
3. Base Year:
   a. Calendar year 2019 is the Base Year.
   b. In the event that a prior determination of the allowable Rent is made pursuant to a Fair Return petition, if a subsequent petition is filed, the Base Year shall be the year that was considered as the "current year" in the prior petition.
   c. Unless otherwise exempted from the limitation on rent increases by local, state or federal laws or regulations, if a Rental Unit enters the marketplace for the first time after 2019, the Base Year shall be the year the Unit entered the marketplace.
4. Current Year
   The "current year" shall be the calendar year preceding the petition.
5. CPI (Consumer Price Index)
   The annual CPI for the current year for All Urban Consumers for the Greater Boston Metro area (All Urban Consumers, All Items) provided by the U.S. Bureau of Labor Statistics [Bureau of Labor Statistics Data (bls.gov)].
6. Limits of Allowable Rent Increases in Any One Year
   If the amount of any rent increase granted pursuant to a fair return petition exceeds 10%, the portion in excess of 10% shall be deferred to the next year or years following the procedure for Banked Rent.

General Information About the Property

Street Address: 29 Parris Street #3

Parcel Numbers(s): 033 1001 293

Year Property Purchased by Current Owner: 2017

Total Number of Units on the Property: 1

Total Number of Units Affected by Proposed Rent Increase: 1

Are there Rental Units that are Partially or Fully Exempt (circle)? Yes (No)

If yes, number of Exempt Rental Units and Basis for Exemption: _____

I. Landlord Information

Name: Anna Guare

Phone(s): 301-807-9343

Business Address: _____

City, State, Zip: _____

Business E-mail: annaguare@gmail.com

II. Agent Information (if applicable)

Name: _____

Phone(s): _____

Business Address: _____

City, State, Zip: _____

Business E-mail: _____

III. Services

Please check the applicable box to identify the manner in which each service is paid.

	Paid by Landlord, but not passed through to Tenants	Tenants pay service directly	Landlord pays service and passes cost through to Tenants
Gas	☐	☐	☑
Electricity	☐	☐	☑
Water	☑	☐	☐
Sewer	☑	☐	☐
Garbage	☐	☑	☐
Other:	☐	☐	☐

IV. Changes to Services

Briefly describe the services provided to the rental units. Include all services provided and state which services are provided without additional charge.

Snow removal - no charge to tenant
Lawn/exterior maintenance - no charge to tenant
Parking - no charge to tenant
Storage - no charge to tenant

If there have been any changes to the services listed above or in the responsibility for their payment since the base year, please explain:

No

V. Income and Expense Explanation and Calculation

Calculation of Net Operating Income

Net operating income shall be calculated by subtracting operating expenses from gross rental income.

Gross Rental Income

Gross rental income includes:

- Scheduled rental income at one hundred percent (100%) occupancy plus all other income or consideration received or in connection with the use or occupancy of the Rental Unit.
  If there is a change in the number of rental units between the Base Year & Current Year, the rental income and expenses for the same number of units shall be used in calculating the net operating income for both periods. The purpose of this provision is to provide a fair compensation between the Base Year and the Current Year.
- Vacant or owner-occupied rental units at the time a petition is filed, that provided rental income in the Base Year, shall count toward the calculation of gross rental income in the Current Year. The Rent Program shall attribute rental income calculated on the basis of average rents for comparable units at the property that were most recently rented. If no comparable units on the property were rented within the last two years, initial rents for comparable units in the City may be used if there is no other basis for its calculation.

Gross rental income shall not include:

- Utility charges that are sub-metered, for gas, electricity or water paid directly by the tenant;
- Charges for refuse disposal, sewer service or other services (which are either provided solely on a cost pass-through basis if they are regulated by state or local law)

VI. Operating Expenses

Operating expenses include reasonable costs of operation and maintenance of the Rental Unit, including:

- Management Expenses;
- Utility Costs except a utility that are paid directly by the tenant(s);
- Real Property Taxes Assessed and Paid;
- Insurance;
- License, Registration and other Public Fees;
- Landlord-performed Labor;
- Legal Expenses;
- The Amortized Costs of Capital Improvements; and
- Other Reasonable Operating Expenses.

Operating expenses shall not include the following:

- Mortgage principal or interest payments or other debt service costs and costs associated with obtaining financing;
- Any penalties, fees or interest assessed or awarded for violation of any provision of this chapter or of any other provision of law;
- Land lease expenses;
- Political contributions and payments to organizations or individuals which are substantially devoted to legislative lobbying purposes;
- Depreciation;
- Any expenses for which the Landlord has been reimbursed by any utility rebate or discount, Security Deposit, insurance settlement, judgment for damages, settlement or any other method or device;
- Unreasonable increases in expenses since the Base Year;
- Expenses associated with the provision of master-metered gas and electricity services;

- Expenses which are attributable to unreasonable delays in performing necessary maintenance or repair work or the failure to complete necessary replacements. (For example if a roof replacement is unreasonably delayed, the full cost of the roof replacement would be allowed; however, if interior water damage occurred as a result of the unreasonable delay, that expense would not be allowable to support a fair return); and
- Unreasonable Expenses.

Claim for Base Rent Adjustment

A claim may be made for a Base Year Rent Adjustment if the Base Year Rent and/or earlier rent amounts were disproportionately low. A Base Year Rent Adjustment will be considered if the evidence supporting a requested adjustment is provided and sufficiently compelling enough to show that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. Landlords may rebut the presumption that the Base Year net operating income provided a fair return. If a claim is made on this basis, the petitioner must complete Section XIX, Claim for Adjustment of Base Year Net Operating Income and Associated Rent Adjusted Claim at the end of this Application.

Check here ☑ if a claim for a Base Year Rent Adjustment is included in this application and complete Section XVIII of this Application.

VII. Income Worksheet

	Base Year (2019)[1]	Current Year (2024)
Rental Income		
1. Gross scheduled rental income (total for the calendar year) including uncollected rent.	$ 16,200	$ 16,200
2. Portion Attributable to Vacancy	$	$
Fees (indicate what fee is for):		
3. Late fees	$	$
4. List fees, other than utilities, collected for services & amenities not included in rent	$	$
5.	$	$
6.	$	$
7.	$	$
Other Income (list separately by type)[2]:		
8.	$	$
9.	$	$
10.	$	$
Fees charged by landlord for Utilities		
11. Gas	$	$
12. Electricity	$	$
13. Water	$	$
14. Sewer	$	$
15. Garbage & Recycling	$	$
Other Utilities (list separately by type):		
16.	$	$
17.	$	$
18. TOTAL INCOME (add only lines 1 and 3-17)	$	$

[1] or an alternative year in the event of extenuating circumstances.

[2] Interest earned by Landlord on Tenant security deposits, other interest, or investment income.

VIII. Operating Expense Worksheet

Additional operating expense items can be listed for this worksheet using separate page(s) as needed.

	Base Year (2019)	Current Year (2024)
1. Assessments	$	$
2. Real Property Taxes	$ 3,235 See Exhibit A.	$ 2,581 See Exhibit A.
3. License Tax/Fee	$	$
4. Rent Board Registration Fees	$	$
5. Insurance	$	$
6. Accounting	$	$
7. Legal (explain types of legal expenses)	$	$
8. Manager /Management Services	$ 3,156 See Exhibit B	$ 4,860 See Exhibit B
9. Security	$	$
10. Office Supplies	$	$
12. Normal Repairs	$	$
13. Owner-Performed Labor	$ 480	$ 750
14. Plumbing Maintenance	$	$
15. Pool Maintenance	$	$
16. Landscape Maintenance/snow removal	$	$
17. Other Maintenance	$	$
18. Parking Lot/Street Maintenance	$	$
19. Gas (separately metered only)	$	$
20. Electricity (separately metered only)	$	$
21. Water	$	$
22. Sewer	$	$
23.Amortized portion of Capital Expense (see Sections X, XI and XII column (i))	$	$ 1,836 See XI & Exhibit C
24. Vandalism Repairs	$	$
25. Uninsured Damages	$	$
27. TOTAL OPERATING EXPENSES	$ 6,871	$ 10,027

IX. Allowances for Capital Improvements

Operating expenses include the amortized costs of capital improvements plus an interest allowance to cover the amortization of those costs. A capital improvement shall be any improvement to a unit or property which materially adds to the value of the property, appreciably prolongs its useful life or adapts it to a new use and has a useful life of more than one year and a direct cost of $250.00 or more per unit.

Allowances for capital improvements shall be subject to the following conditions:

1. The amortization period shall be in conformance with the schedule adopted by the City, as provided in Section XI, unless it is determined that an alternate period is justified based on the evidence presented at the Rent Board hearing.
2. Capital improvement costs do not include costs incurred to bring the Rental Unit into compliance with a provision of Portland Code or state law where the original installation of the improvement was not in compliance with code requirements.

Example of a Capital Improvement with Amortized Expenses and an Interest Allowance:

Owner filed a Petition on March 1, 2023 for an individual rent adjustment for a roof that was completed covering a four-rental unit building. The cost of the Capital Improvement was $20,000 benefiting all four units in the building. The amortization period for a roof is ten (10) years according to the below tables. The applicable interest allowance based on the Primary Mortgage Survey is 3.88% + 2% for this example. The calculation of the capital improvement per month is:

Capital Improvement Cost	Interest Allowance	Period	Total Principal & Interest – Life of Improvement	Total Interest – Life of Improvement
$20,000	5.88%	10 years (120 months)	$26,500.52	$6,500.52

Annual Amortized Cost	Monthly Amortized Cost	# of Units	Monthly Cost per Unit
$2,650.05	$220.84	4	$55.21

X. Amortization Period of Capital Improvements/Expenses

In amortizing capital improvements/ expenses, the following schedule shall be used to determine the amortization period of the capital improvements and expenses. Improvements add to the health & safety of the rental unit.

	Years
Appliances	
Air Conditioners*	10
Refrigerator*	5
Stove*	5
Garbage Disposal	5
Water Heater*	5
Dishwasher	5
Microwave Oven	5
Washer/Dryer	5
Basic Items	
Fans*	5
Cabinets*	10
Carpentry	10
Counters*	10
Doors*	10
Knobs	5

	Years
Screen Doors	5
Fencing and Security*	5
Management	5
Tenant Assistance	5
Structural Repair and Retrofitting	
Foundation Repair*	10
Foundation Replacement*	20
Foundation Bolting*	20
Iron or Steel Work	20
Masonry-Chimney Repair*	20
Shear Wall Installation*	10
Electrical Wiring*	10
Elevator*	20
Fencing	
Chain	10
Block	10
Wood	10

	Years
Fire Systems	
Fire Alarm System*	10
Fire Sprinkler System*	20
Fire Escape*	10
Flooring/Floor Covering	
Hardwood	10
Tile and Linoleum	5
Carpet	5
Carpet Pad	5
Subfloor	10
Fumigation Tenting*	5
Furniture	5
Automatic Garage Door Openers*	10
Gates	
Chain Link	10
Wrought Iron	10
Wood	10

	Years
Glass	
Windows*	5
Doors*	5
Mirrors	5
Heating*	
Central	10
Gas	10
Electric	10
Solar	10
Insulation	10
Landscaping	
Planting	10
Sprinklers	10
Tree Replacement	10
Lighting	

	Years
Interior*	10
Exterior*	5
Exterior	
Locks*	10
Mailboxes*	10
Meters*	10
Plumbing	
Fixtures*	10
Pipe Replacement*	10
Re-Pipe Entire Building*	20
Shower Doors*	5
Painting	
Interior	5
Exterior	5
Paving	
Asphalt	10
Cement	10

	Years
Decking	10
Plastering	10
Sump Pumps*	10
Railings*	10
Roofing*	
Shingle/Asphalt	10
Built-up, Tar and Gravel	10
Tile	10
Gutters/Downspouts	10
Security*	
Entry Telephone Intercom	10
Gates/Doors	10
Fencing	10
Alarms	10
Sidewalks/Walkways*	10
Stairs	10
Stucco	10

	Years
Tilework	10
Wallpaper	5
Window Coverings*	
Drapes	5
Shades	5
Screens	5
Awnings	5
Blinds/Mini-blinds	5
Shutters	5

*Capital Improvements generally concern any change or addition to a unit or property which materially adds to the value of the property, appreciably prolongs its useful life or adapts it to a new use and has a useful life of more than one year and a direct cost of $250 or more per unit.

The * items are likely capital improvements. Other items may depend on the circumstances.

XI. Interest Allowance on Capital Improvements

If an amount was reported as an amortized portion of expenses on Section IX, Operating Expense Worksheet, line 23 of the Base Year or current operating expense table above, complete this section.

An interest allowance may be calculated on the cost of amortized expenses. The interest allowance shall be the interest rate equivalent to the "average rate" for a thirty-year fixed rate on home mortgages plus two percent (2%). The "average rate" shall be the rate Freddie Mac last published in its weekly Primary Mortgage Market Survey (PMMS) as of the date of the initial petition. http://www.freddiemac.com/pmms/archive.html

Please use the Microsoft Excel version of this page (available from the Housing Safety Office) or an online amortization calculator to ensure that your numbers are correct.

Completed Capital Improvement and Expense Worksheet (Base Year)

(a) Item #	(b) Brief Description	(c) # of Units Impacted	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Amount	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____

*Use the amortization table in this Attachment and the information about interest rates.

Total for Base Year [add amounts in column (d)]: $ _____

Annual Cost for Base Year [add amounts in column (i)]: $ _____

XIII. Interest Allowance on Capital Improvements

If an amount was reported as an amortized portion of expenses on Section IX, Operating Expense Worksheet, line 23 of the Base Year or current operating expense table above, complete this section. An interest allowance may be calculated on the cost of amortized expenses. The interest allowance shall be the interest rate equivalent to the "average rate" for a thirty-year fixed rate on home mortgages plus two percent (2%). The "average rate" shall be the rate Freddie Mac last published in its weekly Primary Mortgage Market Survey (PMMS) as of the date of the initial petition.

http://www.freddiemac.com/pmms/archive.html

(a) Item #	(b) Description of Expense	(c) # of Units Impacted By Expense	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Cost	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -

*Use the amortization table in this Attachment and the information about interest rates. Fill in columns (a) through (f) and then columns (g) through (k) will fill in automatically.

Total for Base Year: $ -

[add amounts in column (d)]

Completed Capital Improvement and Expense Worksheet (Current Year)

(a) Item #	(b) Description of Expense	(c) # of Units Impacted By Expense	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Cost	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
1	Foundation Rep	1	$ 12,117.00	8.85%	10	**$ 6,184.33**	**$ 18,301.33**	**$ 1,830.13**	**$ 152.51**	**$ 152.51**
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -
						$ -	$ -	$ -	$ -	$ -

*Use the amortization table in this Attachment and the information about interest rates. Fill in columns (a) through (f) and then columns (g) through (k) will fill in automatically.

Total for Base Year: **$ 12,117.00**

[add amounts in column (d)]

Completed Capital Improvement and Expense Worksheet (Current Year)

This list may include any capital expenses that are still being amortized in the current year. For example, if a roof was replaced last year, the amortized portion may be counted in the current year.

(a) Item #	(b) Brief Description	(c) # of Units Impacted	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Amount	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____

*Use the amortization table in this Attachment and the information about interest rates.

Total for Current Year [add amounts in column (d)]: $ _____

Annual Cost for Current Year [add amounts in column (i)]: $ _____

XII. Blank Worksheet (Optional – Available for Petitioner Use)

XIII. Owner-Performed Labor

Landlord-performed labor shall be compensated at reasonable hourly rates. However, no Landlord-performed labor shall be included as an operating expense unless the Landlord submits documentation showing the date, duration, and nature of the work performed. There shall be a maximum allowed under this provision of five percent (5%) of gross income unless the Landlord demonstrates that greater services were performed for the benefit of the residents.

Owner Performed Labor – Base Year

Date (or Range)	Hours	Hourly Rate	Units Impacted	Type of Work
June/July	8	40	1	General Maintenance; prepared apartment for tenant; installed AC units
Novemeber	2	40	1	Removed window AC units
December	2	40	1	Assisted in lock-out; provided additional keys

Owner Performed Labor – Current Year

Date	Hours	Hourly Rate	Units Impacted	Type of Work
March	2	50	1	Fixed bathroom sink drain
June	3	50	1	Replaced Broken AC unit
July	10	50	1	Tenant move-out maintenance/cleaning

XIV. Planned Capital Improvements

To encourage necessary capital improvements and expenses, a Landlord may include anticipated future expenses for the amortized cost of capital improvements and expenses in a fair return petition. An allowance shall be made for anticipated expenses that the Landlord intends to incur during the twenty-four month period following the date of a final Rent Program determination. This procedure should not be used for anticipated expenses for ordinary maintenance and repairs. The portion of any allowable rent increase attributable to the capital improvement and expense shall not go into effect until completion has been documented to the Rent Program.

Complete this table only if you are seeking preliminary approval for improvements you plan to complete within the next twenty-four (24) months. A rent increase cannot be granted until the improvements are completed and documentation of the cost of the improvements has been reviewed and approved by the City.

(a) Item #	(b) Brief Description and Expected Date of Completion	(c) # of Units Impacted	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period (years)*	(g) Interest Amount	(h) Total Cost [Principal + Interest]	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____
___	_____	_____	$ _____	____%	____	$ _____	$ _____	$ _____	$ _____	$ _____

*Use the amortization table in this Attachment and the information about interest rates.

Proposed Capital Expenses [add amounts in column (d)]: $ _____

Annual Cost for Proposed Capital Expenses [add amounts in column (i)]: $ _____

XV. Net Operating Income (NOI)

Net Operating Income = Income – Operating Expenses

	Base Year (2019)	Current Year (2024)
1. Total Annual Income	$ 16,200	$ 16,200
2. Annual Operating Expenses	$ 6,871	$ 10,027
3. Net Annual Operating Income	$ 9,329	$ 6,173
4. CPI [Annual Average CPI]	281.082	336.376

5. Percent Annual Increase in CPI Base Year to Current Year

$$\frac{\text{Line 4 Current Year-Line 4 Base Year}}{\text{Line 4 Base Year}} \times 100$$

19.67 %

6. Fair Net Annual Operating Income = Base Year Net Operating Income Adjusted by CPI Increase

$$\frac{\text{Line 5} + 100}{100} \times \text{Line 3 Base Year}$$

$ 11,164.01

7. Fair Net Annual Operating Income Minus Current Net Operating Income = Allowable Rent Increase

$$\text{Line 6} - \text{Line 3 Current Year}$$

$ 4,991.10

8. Allowable Rent Increase/Unit/Month[3]

$$\text{Line 7} \div 12 \div \text{\# of Units}$$

$ 415.93

[3] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete XVIII Proposed Adjustment Worksheet.

XVI. Monthly Rent Worksheet

List the monthly rent, including all fees, charged each tenant, for the twelve (12) months preceding the date of the petition. If the rent was raised during the twelve-month period preceding the petition, including the amount of any fees, list each rent charged and indicate the date each raise was implemented. Provide the year and amount of any unused (banked) Annual Increase Percentage (AIP), Tax Rate Rent Adjustment (prior to 2023), or New Tenancy, or any other rent increase authorized by the Rent Board that have been banked with proper notice to each tenant for future rent increases.

Unit #	Rent	AIP & New Tenant Increase	Date of Increase	AIP & New Tenant Taken (%)	AIP & New Tenant Deferred (%)	Other Charges (Please specify)	Comment
1	$1350	$NA	NA	NA %	NA %	$NA	Tenant paid $1350 per Month from June 2020 to July 2024
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	

___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____
___	$_____	$_____	_____	_____ %	_____ %	$ _____	_____

XVII. Proposed Adjustment Worksheet

Use the worksheet below to document current and proposed rents on a per-unit basis. MNOI increases should be distributed on a per capita basis or proportionally to the square footage or costs and expenses attributed to each unit.

Indicate method of allocation: _____

Unit #	Base Period Rent Year (2019)	Date Tenancy Commenced (mm/dd/yyyy)	Initial Rent of Current Tenant/s	Date of Last Rent Increase (mm/dd/yyyy)	Rent used in Current Year Income Calculation	Rent as of Date Petition Submitted	Proposed Rent
1	$ 1350	06/15/2020	$ 1350	NA	$ 1350	$ NA	$ 2,000
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$

___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___
___	$ ___	___	$ ___	___	$ ___	$ ___	$ ___

XVIII. CLAIM FOR ADJUSTMENT OF BASE YEAR NET OPERATING INCOME AND ASSOCIATED RENT ADJUSTED CLAIM

The ordinance dictates that the Rent Board must presume the net operating income the landlord earned from a covered unit during calendar year 2019 yielded a fair return on investment, unless the landlord proves that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. **Complete this Section XIX and the following Sections XX and XXI only if you are seeking an adjustment in base rent due to special or peculiar circumstances.**

Check the factors below that are applicable to your claim.

A. Exceptional Expenses in the Base Year. The landlord's operating expenses in the base year were unusually high or low in comparison to other years. In such instances, adjustments may be made in calculating operating expenses in order that the base year operating expenses reflect average expenses for the property over a reasonable period of time. Check which factor(s) contributed to your claim:
   a. Extraordinary amounts were expended for necessary maintenance and repairs
   b. Maintenance and repair expenditures were exceptionally low as to cause inadequate maintenance or significant deterioration in the quality of services provide
   c. Other expenses were unreasonably high or low notwithstanding the application of prudent business practices.

B. Exceptional Circumstances in the Base Year. The gross income during the base year was disproportionately low due to exceptional circumstances. In such instances, adjustments may be made in calculating base year gross rental income consistent with the purpose of analyzing base year net operating income. Check which factor(s) contributed to your claim:
   a. The gross income during the base year was lower than it might have been because some residents were charged reduced rent.
   b. The gross income during the base year was significantly lower than normal because of the destruction of the premises and/or temporary relocation for construction or repairs.
   c. The pattern of rent increases in the years prior to the base year were less than increases in the CPI.

C. Other exceptional circumstances: (specify)

See Attachment 1

If the Rent Board determines that one or more of the above circumstances apply, the calculation of MNOI in Section XX will be performed with an Adjusted Gross Income, and that will be substituted for the Section XVI calculations. This figure represents the income that would have been expected absent the exceptional circumstances. Options for determining Adjusted Gross Income include, but are not limited to:

A. Base year rents charged for any comparable units in the same building.
B. The FY 2019 Fair Market Rents for Portland, ME, reported by the US Department of Housing:[4]

Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
$989	$1,071	$1,387	$1,829	$2,198

[4] These values do not include the cost of utilities. If using these numbers, do not include the cost of utilities in the base year when completing the expense portion of the worksheet.

C. An appraisal of comparable fair market rental values as of 2019 for units similar to the units that are the subject of this application which has been prepared by a Maine licensed appraiser and is attached to this application.

Actual Gross Income for 2019: $ 16,200

Proposed Adjusted Gross Income for 2019: $ 18,000

Briefly describe the method for obtaining the proposed income and attach any relevant documentation in support of the claim for an adjustment of base year rent.

See Attachment 1

XIX. Income and Operating Expense Worksheet With Adjustment of Base Year

	Base Year (2019)	Current Year (2024)
Rental Income		
1. Adjusted Gross Income (with Adjusted Base Year as proposed in Section XIX)	$ 18,000	$ 16,200
2. Portion Attributable to Vacancy	$	$
Fees (indicate what fee is for):		
3. Late fees	$	$
4. List fees, other than utilities, collected for services & amenities not included in rent	$	$
5.	$	$
6.	$	$
7.	$	$
Other Income (list separately by type)[5]:		
8.	$	$
9.	$	$
10.	$	$
Fees charged by landlord for Utilities		
11. Gas	$	$
12. Electricity	$	$
13. Water	$	$
14. Sewer	$	$
15. Garbage & Recycling	$	$
Other Utilities (list separately by type):		
16.	$	$
17.	$	$
18. TOTAL INCOME (add only lines 1 and 3-17)	$ 18,000	$ 16,200

[5] Interest earned by Landlord on Tenant security deposits, other interest or investment income.

XX. Calculation of Fair Return Rent Adjustment with Adjustments of Base Year Amount

Complete only if seeking an adjustment of base year rent.

	Base Year (2019)	Current Year (2024)
1. Total Annual Income	$ 18,000	$ 16,200
2. Annual Operating Expenses	$ 6,871	$ 10,027
3. Net Annual Operating Income	$ 11,129	$ 6,173
4. CPI [Annual Average CPI]	281.082	336.376

5. Percent Annual Increase in CPI Base Year to Current Year

$$\frac{\text{Line 4 Current Year-Line 4 Base Year}}{\text{Line 4 Base Year}} \times 100$$

19.67 %

6. Fair Net Annual Operating Income = Base Year Net Operating Income Adjusted by CPI Increase

$$\frac{\text{Line 5} + 100}{100} \times \text{Line 3 Base Year}$$

$ 13,318.07

7. Fair Net Annual Operating Income Minus Current Net Operating Income = Allowable Rent Increase

$$\text{Line 6} - \text{Line 3 Current Year}$$

$ 7,145.07

8. Allowable Rent Increase/Unit/Month[6]

$$\text{Line 7} \div 12 \div \text{\# of Units}$$

$ 595.42

[6] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete XVIII Proposed Adjustment Worksheet.

XXI. Other Claims

Explain any other claims in support of this application and provide/attach any evidence in support of those claims. Please use additional pages as appropriate:

XXII. Documentation of Current Year Income & Operating Expenses

1. Organize documents by operating expense category.
2. Number each page, submitted with this Application, with the number of the Expense Category (for instance on page 7, category of Landscape Maintenance is on line 16, any documents supporting that line item would be marked p.7, 16-1, p. 7 16-2, p. 7 16-3 and so on).

XXIII. Current Tenant Information

If there are more than four affected tenants, attach additional sheet(s).

Tenant's Name Unit is not currently rented _____ _____

First Last Unit number

Mailing address if different _____ Email address: _____

Tenant's Name _____ _____ _____

First Last Unit number

Mailing address if different _____ Email address: _____

Tenant's Name _____ _____ _____

First Last Unit number

Mailing address if different _____ Email address: _____

Tenant's Name _____ _____ _____

First Last Unit number

Mailing address if different _____ Email address: _____

XXIV. Certification

I hereby certify that the information provided is accurate to the best of my knowledge, request that any required notices be given and ask that a hearing be scheduled in front of the Rent Board to process this request for a rent increase as outlined above.

Signature of Applicant Landlord:

Anna Guare _____ 3/11/2025

Printed name Signature Date

Attachment I

Section XVIII. Claim for Adjustment of Base Year Net Operating Income and Associated Rent Adjusted Claim.

Exceptional Circumstances in the Base Year:

I purchased the Condo Unit in May 2017. In June 2020, due to the COVID-19 pandemic, I needed to move. I put the Condo Unit on the market for rent with the intent to rent it quickly, furnished, and for a short period of time (1 year). I did not intend to rent the Condo Unit long term. I set the rental price with this in mind. I did not consider the long-term ramifications (investments needed in the property, expenses, ROI, etc.) and was simply concerned about renting the unit quickly and easily.

In June of 2020 the Condo Unit was rented for $1350/month. My monthly out of pocket Property Expenses (mortgage payment and condo fees) at the time were $1,316[1].

My circumstances changed and I did not move back into the Condo Unit. I continued to rent to the same tenant for $1350/month until they moved out July 2024.

There is no better example of exceptional circumstances that COVID-19. Everything was unknown, I needed to move and I did so quickly without any other considerations.

In the base year, the difference between my monthly expenses and monthly income was $34/month or $408 a year. There is no metric by which this would be considered a fair rate of return.

The MNOI standard cannot be applied here, as this methodology presumes the net operating income the landlord earned yielded a fair rate of return on investment, which it clearly did not.

In order to determine a rent that would provide for a fair rate of return, I have used the Cash-on-Cash ROI methodology. Please see the calculations below.

Cash-on-Cash ROI methodology using the below calculations:

Actual Base Year Cash-on-cash ROI: 2.05%

Cash Flow = Gross Rental Income ($16,200[2]) – Property Expense ($15,792[3]) = $408

Cash-on-Cash Return = Annual Cash Flow ($408) / Initial Investment Amount ($19,830[4]) =2.05%

Adjusted Based Year Cash-on-cash ROI: 11.13%

Cash Flow = Gross Rental Income ($18,000[5]) – Property Expense ($15,792[2]) = $2,208

Cash-on-Cash Return = Annual Cash Flow ($2,208) /Initial Investment Amount ($19,830[3])= 11.13%

Definitions:
Gross Rental Income: Monthly Rent Charged x 12 months
Property Expenses: Mortgage Payment, Property Taxes, Insurance, Property Management Fees
Initial Investment Amount: Total Amount of Cash Invested (Closing Costs plus Down Payment)

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[1] **See Exhibit B and Exhibit D.** $263 per month Condo Fee +$1053 per month Mortgage Payment (includes taxes) = $1,316 per month
[2] $16,200 uses the actual base rent of $1,350 per month x12 months
[3] $1,316 x 12 months = $15,792 per year
[4] **See Exhibit E.** $3,300 (closing costs) + $16,500 (down payment) = $19,830
[5] $18,000 assumes an adjusted base rent of $1,500 per month x12 months

Exhibit A

CITY OF PORTLAND
389 CONGRESS ST
PORTLAND, ME 04101
For the fiscal year July 01, 2019 to June 30, 2020

FY20 REAL ESTATE TAX BILL

BILL #: 3052
ACCOUNT #: 3174
CBL: 033-I-001-293
LOCATION: 29 PARRIS ST 293

CURRENT BILL RATE DISTRIBUTION		
SCHOOL	11.690	$1,622.57
COUNTY	0.830	$115.20
MUNICIPAL	10.790	$1,497.65
TOTAL	23.310	$3,235.43

THIS IS THE ONLY BILL YOU WILL RECEIVE

BILLING INFORMATION	
LAND VALUE	$27,700
BUILDING VALUE	$111,100
TOTAL VALUE	$138,800
EXEMPTIONS	$0
TAXABLE VALUE	$138,800
TAX RATE	23.310
TOTAL TAX	$3,235.43
PAYMENTS/CREDITS	$1,617.72
TAX DUE	$1,617.71

GANNON ANNA GUARE
29 PARRIS ST # 3
PORTLAND, ME 04101

Assessed Property Description:
33-I-1-2-25
PORTLAND ST 58-64
PARRIS ST 27-35
PARRIS TO PORTLAND CONDO # 293
Acres: 0.000

DATE DUE	AMOUNT DUE
10/18/2019	$0.00
03/20/2020	$1,617.71

Owner of Record as of: April 1, 2019
GANNON ANNA GUARE

INTEREST AT 9% PER ANNUM CHARGED BEGINNING 10/19/2019 AND 03/21/2020.

TAXPAYER'S NOTICE

Per State law, the ownership and valuation of all real estate and personal property subject to taxation shall be fixed as of April 1st. For this tax bill, that date is April 1, 2019.
IF THIS PROPERTY HAS BEEN TRANSFERRED, PLEASE FORWARD A COPY OF THIS BILL TO THE NEW OWNER.
THIS IS ONLY FOR THE CURRENT FISCAL YEAR

INFORMATION

Without State Aid for Education, Homestead and BETE Exemption Reimbursement and State Revenue Sharing, your taxes would be 15.12% higher. The current City and School bonded indebtedness is $319,660,011.
For information regarding changes or valuations, please contact the Assessor's Office at (207) 874-8486. Information regarding payments, interest, lien cost charges, and/or refunds, please contact the Treasury Office at (207) 874-8490.

REMITTANCE INSTRUCTIONS
THIS IS THE ONLY BILL YOU WILL RECEIVE. THIS BILL INCLUDES TWO (2) PAYMENT VOUCHERS.
Please make check or money order payable to City of Portland and mail to:

City of Portland Treasury
PO Box 16050
Lewiston, ME 04243-9533

For payments in person, please go to the Treasury Office located in Room 102 of City Hall.
If your bank or mortgage company pays your taxes, please review and forward a copy of this bill to them.

FY20 REAL ESTATE TAX BILL THIS STUB MUST BE RETURNED WITH YOUR SECOND PAYMENT

BILL #: 3052
ACCOUNT #: 3174
CBL: 033-I-001-293

GANNON ANNA GUARE

INTEREST AT 9% CHARGED
BEGINNING 03/21/2020

CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

DATE DUE	AMOUNT DUE
03/20/2020	$1,617.71

AMOUNT PAID $_____

20820206000030528260000161771 1

☐ OWNER / ADDRESS CHANGE?
CHECK HERE AND NOTE CHANGES ON BACK.

FY20 REAL ESTATE TAX BILL THIS STUB MUST BE RETURNED WITH YOUR FIRST PAYMENT

BILL #: 3052
ACCOUNT #: 3174
CBL: 033-I-001-293

GANNON ANNA GUARE

INTEREST AT 9% CHARGED
BEGINNING 10/19/2019

CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

DATE DUE	AMOUNT DUE
10/18/2019	$0.00

AMOUNT PAID $_____

20820206000030528180000000000 0

☐ OWNER / ADDRESS CHANGE?
CHECK HERE AND NOTE CHANGES ON BACK.

A-1

Exhibit A

CITY OF PORTLAND
389 CONGRESS ST
PORTLAND, ME 04101
For the fiscal year July 01, 2023 to June 30, 2024

BILL #: 2403206
ACCOUNT #: 3174
PARCEL ID #: 033-I-001-293
LOCATION: 29 PARRIS ST 293

GANNON ANNA GUARE
29 PARRIS ST # 3
PORTLAND, ME 04101

Owner of Record as of: April 1, 2023
GANNON ANNA GUARE

CURRENT BILL RATE DISTRIBUTION		
SCHOOL	7.450	$1,334.30
COUNTY	0.620	$111.04
MUNICIPAL	6.340	$1,135.49
TOTAL	14.410	$2,580.83

THIS IS THE ONLY BILL YOU WILL RECEIVE

Assessed Property Description:
33-I-1-2-25
PORTLAND ST 58-64
PARRIS ST 27-35
PARRIS TO PORTLAND CONDO # 293
Acres: 0.000

FY24 REAL ESTATE TAX BILL

BILLING INFORMATION	
LAND VALUE	$35,820
BUILDING VALUE	$143,280
TOTAL VALUE	$179,100
EXEMPTIONS	$0
TAXABLE VALUE	$179,100
TAX RATE	14.410
TOTAL TAX	$2,580.83
PAYMENTS/CREDITS	$0.00
ABATEMENT/ADJUST	$0.00
TAX DUE	$2,580.83

DATE DUE	AMOUNT DUE
10/19/2023	$1,290.42
03/14/2024	$1,290.41

INTEREST AT 8% PER ANNUM CHARGED BEGINNING 10/20/2023 AND 03/15/2024.

TAXPAYER'S NOTICE

Per State law, the ownership and valuation of all real estate and personal property subject to taxation shall be fixed as of April 1st. For this tax bill, that date is April 1, 2023.
IF THIS PROPERTY HAS BEEN TRANSFERRED, PLEASE FORWARD A COPY OF THIS BILL TO THE NEW OWNER.
THIS IS ONLY FOR THE CURRENT FISCAL YEAR

INFORMATION

Without State Aid for Education, Homestead and BETE Exemption Reimbursement and State Revenue Sharing, your taxes would be 15.7% higher. The current City and School bonded indebtedness is $370,989,894.
For information regarding changes or valuations, please contact the Assessor's Office at (207) 874-8486. Information regarding payments, interest, lien cost charges, and/or refunds, please contact the Treasury Office at (207) 874-8490.

REMITTANCE INSTRUCTIONS
THIS IS THE ONLY BILL YOU WILL RECEIVE. THIS BILL INCLUDES TWO (2) PAYMENT VOUCHERS.
Please make check or money order payable to City of Portland and mail to:

City of Portland Treasury
PO Box 16050
Lewiston, ME 04243-9533

For payments in person, please go to the Treasury Office located in Room 102 of City Hall.
If your bank or mortgage company pays your taxes, please review and forward a copy of this bill to them.

FY24 REAL ESTATE TAX BILL THIS STUB MUST BE RETURNED WITH YOUR SECOND PAYMENT

BILL #: 2403206
ACCOUNT #: 3174
PARCEL ID #: 033-I-001-293

GANNON ANNA GUARE

INTEREST AT 8% CHARGED
BEGINNING 03/15/2024

CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

DATE DUE	AMOUNT DUE
03/14/2024	$1,290.41

AMOUNT PAID $_____

2082024802403206226000012904 10

☐ OWNER / ADDRESS CHANGE?
CHECK HERE AND NOTE CHANGES ON BACK.

FY24 REAL ESTATE TAX BILL THIS STUB MUST BE RETURNED WITH YOUR FIRST PAYMENT

BILL #: 2403206
ACCOUNT #: 3174
PARCEL ID #: 033-I-001-293

GANNON ANNA GUARE

INTEREST AT 8% CHARGED
BEGINNING 10/20/2023

CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

DATE DUE	AMOUNT DUE
10/19/2023	$1,290.42

AMOUNT PAID $_____

2082024802403206218000012904 28

☐ OWNER / ADDRESS CHANGE?
CHECK HERE AND NOTE CHANGES ON BACK.

A-2

Exhibit B

Homeowner Ledger

Homeowner: Anna [redacted]
Mobile: [redacted]
Office: [redacted]
Unit Name: 2-3
Unit Address: 29 Parris Street #3 Portalnd, ME 04101
Association: Parris To Portland Condominium Assoc.
Status: Current
Dues: 405.00

Date	Payer	Description	Charges	Payments	Balance
Starting Balance					0.00
06/13/2017		Condo Fee - June Dues	238.00		238.00
06/14/2017	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	0.00
06/29/2017	Anna [redacted]	Credit Card Payment (Reference #[redacted])		238.00	-238.00
07/01/2017		Condo Fee - July 2017	238.00		0.00
08/01/2017		Condo Fee - August 2017	238.00		238.00
08/08/2017	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	0.00
09/01/2017		Condo Fee - September 2017	238.00		238.00
09/07/2017	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	0.00
10/01/2017		Condo Fee - October 2017	238.00		238.00
10/01/2017	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	0.00
11/01/2017		Condo Fee - November 2017	238.00		238.00
11/01/2017	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	0.00
12/01/2017		Condo Fee - December 2017	238.00		238.00
12/01/2017	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	0.00
01/01/2018		Condo Fee - January 2018	263.00		263.00
01/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	25.00
02/01/2018		Condo Fee - February 2018	263.00		288.00
02/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		238.00	50.00
02/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		50.00	0.00
03/01/2018		Condo Fee - March 2018	263.00		263.00
03/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
04/01/2018		Condo Fee - April 2018	263.00		263.00
04/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
05/01/2018		Condo Fee - May 2018	263.00		263.00
05/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
06/01/2018		Condo Fee - June 2018	263.00		263.00
06/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
07/01/2018		Condo Fee - July 2018	263.00		263.00
07/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
08/01/2018		Condo Fee - August 2018	263.00		263.00
08/01/2018	Anna [redacted]	ACH Payment (Reference [redacted])		263.00	0.00
09/01/2018		Condo Fee - September 2018	263.00		263.00
09/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
10/01/2018		Condo Fee - October 2018	263.00		263.00
10/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
11/01/2018		Condo Fee - November 2018	263.00		263.00
11/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
12/01/2018		Condo Fee - December 2018	263.00		263.00

Homeowner Ledger

Date	Payer	Description	Charges	Payments	Balance
12/01/2018	Anna [redacted]	ACH Payment (Reference #[redacted]E)		263.00	0.00
01/01/2019		Condo Fee - January 2019	263.00		263.00
01/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]2)		263.00	0.00
02/01/2019		Condo Fee - February 2019	263.00		263.00
02/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]4)		263.00	0.00
03/01/2019		Condo Fee - March 2019	263.00		263.00
03/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]E)		263.00	0.00
04/01/2019		Condo Fee - April 2019	263.00		263.00
04/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
05/01/2019		Condo Fee - May 2019	263.00		263.00
05/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]6)		263.00	0.00
06/01/2019		Condo Fee - June 2019	263.00		263.00
06/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
07/01/2019		Condo Fee - July 2019	263.00		263.00
07/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
08/01/2019		Condo Fee - August 2019	263.00		263.00
08/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]2)		263.00	0.00
09/01/2019		Condo Fee - September 2019	263.00		263.00
09/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]4)		263.00	0.00
10/01/2019		Condo Fee - October 2019	263.00		263.00
10/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]E)		263.00	0.00
11/01/2019		Condo Fee - November 2019	263.00		263.00
11/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]4)		263.00	0.00
12/01/2019		Condo Fee - December 2019	263.00		263.00
12/01/2019	Anna [redacted]	ACH Payment (Reference #[redacted]6)		263.00	0.00
01/01/2020		Condo Fee - January 2020	263.00		263.00
01/01/2020	Anna [redacted]	ACH Payment (Reference [redacted]0)		263.00	0.00
02/01/2020		Condo Fee - February 2020	263.00		263.00
02/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
03/01/2020		Condo Fee - March 2020	263.00		263.00
03/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted]0)		263.00	0.00
04/01/2020		Condo Fee - April 2020	263.00		263.00
04/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
05/01/2020		Condo Fee - May 2020	263.00		263.00
05/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
06/01/2020		Condo Fee - June 2020	263.00		263.00
06/01/2020	Anna [redacted]	ACH Payment (Reference [redacted])		263.00	0.00
07/01/2020		Condo Fee - July 2020	263.00		263.00
07/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
08/01/2020		Condo Fee - August 2020	263.00		263.00
08/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
09/01/2020		Condo Fee - September 2020	263.00		263.00
09/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
10/01/2020		Condo Fee - October 2020	263.00		263.00
10/01/2020	Anna [redacted]	ACH Payment (Reference #1[redacted])		263.00	0.00
11/01/2020		Condo Fee - November 2020	263.00		263.00

Homeowner Ledger

Date	Payer	Description	Charges	Payments	Balance
11/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
12/01/2020		Condo Fee - December 2020	263.00		263.00
12/01/2020	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
01/01/2021		Special Assessment	500.00		500.00
01/01/2021		Condo Fee - January 2021	263.00		763.00
01/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	500.00
02/01/2021		Condo Fee - February 2021	263.00		763.00
02/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	500.00
03/01/2021		Special Assessment	1,000.00		1,500.00
03/01/2021		Condo Fee - March 2021	263.00		1,763.00
03/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	1,500.00
03/02/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		1,000.00	500.00
04/01/2021		Condo Fee - April 2021	263.00		763.00
04/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	500.00
04/29/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		500.00	0.00
05/01/2021		Condo Fee - May 2021	263.00		263.00
05/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
06/01/2021		Condo Fee - June 2021	263.00		263.00
06/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
07/01/2021		Condo Fee - July 2021	263.00		263.00
07/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
08/01/2021		Condo Fee - August 2021	263.00		263.00
08/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
09/01/2021		Condo Fee - September 2021	263.00		263.00
09/01/2021	Anna [redacted]	ACH Payment (Reference [redacted])		263.00	0.00
10/01/2021		Condo Fee - October 2021	263.00		263.00
10/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
11/01/2021		Condo Fee - November 2021	263.00		263.00
11/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
12/01/2021		Condo Fee - December 2021	263.00		263.00
12/01/2021	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	0.00
01/01/2022		Condo Fee - January 2022	303.00		303.00
01/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		263.00	40.00
01/03/2022		Special Assessment	1,500.00		1,540.00
02/01/2022		Condo Fee - February 2022	303.00		1,843.00
02/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	1,540.00
02/13/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		1,237.00	303.00
03/01/2022		Condo Fee - March 2022	303.00		606.00
03/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	303.00
04/01/2022		Condo Fee - April 2022	303.00		606.00
04/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	303.00
04/11/2022		Late Charge Income - Late Fee for Apr 2022	10.00		313.00
05/01/2022		Condo Fee - May 2022	303.00		616.00
05/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	313.00
06/01/2022		Special Assessment	1,200.00		1,513.00
06/01/2022		Condo Fee - June 2022	303.00		1,816.00

Homeowner Ledger

Date	Payer	Description	Charges	Payments	Balance
06/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	1,513.00
06/27/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		1,513.00	0.00
07/01/2022		Condo Fee - July 2022	303.00		303.00
07/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	0.00
08/01/2022		Condo Fee - August 2022	303.00		303.00
08/01/2022		Special Assessment - August 2022 - Basement Repairs	135.00		438.00
08/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	135.00
08/10/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		135.00	0.00
09/01/2022		Condo Fee - September 2022	303.00		303.00
09/01/2022		Special Assessment - September 2022 - Basement Repairs	135.00		438.00
09/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	135.00
09/10/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		135.00	0.00
10/01/2022		Condo Fee - October 2022	303.00		303.00
10/01/2022		Special Assessment - October 2022 - Basement Repairs	135.00		438.00
10/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	135.00
10/10/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		135.00	0.00
11/01/2022		Condo Fee - November 2022	303.00		303.00
11/01/2022		Special Assessment - November 2022 - Basement Repairs	135.00		438.00
11/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	135.00
11/10/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		135.00	0.00
12/01/2022		Condo Fee - December 2022	303.00		303.00
12/01/2022		Special Assessment - December 2022 - Basement Repairs	135.00		438.00
12/01/2022	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	135.00
12/10/2022	Anna [redacted]	ACH Payment (Reference [redacted])		135.00	0.00
01/01/2023		Special Assessment - January 2023 - Basement Repairs	135.00		135.00
01/01/2023		Condo Fee - January 2023	337.00		472.00
01/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
01/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
02/01/2023		Special Assessment - February 2023 - Basement Repairs	135.00		135.00
02/01/2023		Condo Fee - February 2023	337.00		472.00
02/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
02/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
03/01/2023		Special Assessment - March 2023 - Basement Repairs	135.00		135.00
03/01/2023		Condo Fee - March 2023	337.00		472.00
03/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
03/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
04/01/2023		Special Assessment - April 2023 - Basement Repairs	135.00		135.00
04/01/2023		Condo Fee - April 2023	337.00		472.00
04/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
04/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
05/01/2023		Special Assessment - May 2023 - Basement Repairs	135.00		135.00
05/01/2023		Condo Fee - May 2023	337.00		472.00
05/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
05/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00

Homeowner Ledger

Date	Payer	Description	Charges	Payments	Balance
06/01/2023		Special Assessment - June 2023 - Basement Repairs	135.00		135.00
06/01/2023		Condo Fee - June 2023	337.00		472.00
06/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
06/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
07/01/2023		Special Assessment - July 2023 - Basement Repairs	135.00		135.00
07/01/2023		Condo Fee - July 2023	337.00		472.00
07/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
07/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
08/01/2023		Special Assessment - August 2023 - Basement Repairs	135.00		135.00
08/01/2023		Condo Fee - August 2023	337.00		472.00
08/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
08/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
09/01/2023		Special Assessment - September 2023 - Basement Repairs	135.00		135.00
09/01/2023		Condo Fee - September 2023	337.00		472.00
09/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
09/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
10/01/2023		Special Assessment - October 2023 - Basement Repairs	135.00		135.00
10/01/2023		Condo Fee - October 2023	337.00		472.00
10/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
10/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
11/01/2023		Special Assessment - November 2023 - Basement Repairs	135.00		135.00
11/01/2023		Condo Fee - November 2023	337.00		472.00
11/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
11/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
12/01/2023		Special Assessment - December 2023 - Basement Repairs	135.00		135.00
12/01/2023		Condo Fee - December 2023	337.00		472.00
12/01/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	169.00
12/04/2023	Anna [redacted]	ACH Payment (Reference #[redacted])		169.00	0.00
01/01/2024		Special Assessment - January 2024 - Basement Repairs	135.00		135.00
01/01/2024		Condo Fee - January 2024	405.00		540.00
01/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
01/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
02/01/2024		Special Assessment - February 2024 - Basement Repairs	135.00		135.00
02/01/2024		Condo Fee - February 2024	405.00		540.00
02/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
02/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
03/01/2024		Special Assessment - March 2024 - Basement Repairs	135.00		135.00
03/01/2024		Condo Fee - March 2024	405.00		540.00
03/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
03/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
04/01/2024		Special Assessment - April 2024 - Basement Repairs	135.00		135.00
04/01/2024		Condo Fee - April 2024	405.00		540.00
04/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
04/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00

Homeowner Ledger

Date	Payer	Description	Charges	Payments	Balance
05/01/2024		Special Assessment - May 2024 - Basement Repairs	135.00		135.00
05/01/2024		Condo Fee - May 2024	405.00		540.00
05/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
05/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
06/01/2024		Special Assessment - June 2024 - Basement Repairs	135.00		135.00
06/01/2024		Condo Fee - June 2024	405.00		540.00
06/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
06/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
07/01/2024		Special Assessment - July 2024 - Basement Repairs	135.00		135.00
07/01/2024		Condo Fee - July 2024	405.00		540.00
07/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
07/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
08/01/2024		Special Assessment - August 2024 - Basement Repairs	135.00		135.00
08/01/2024		Condo Fee - August 2024	405.00		540.00
08/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
08/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
09/01/2024		Special Assessment - September 2024 - Basement Repairs	135.00		135.00
09/01/2024		Condo Fee - September 2024	405.00		540.00
09/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		303.00	237.00
09/04/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		237.00	0.00
10/01/2024		Special Assessment - October 2024 - Basement Repairs	135.00		135.00
10/01/2024		Condo Fee - October 2024	405.00		540.00
10/01/2024	Anna [redacted]	ACH Payment (Reference #[redacted])		540.00	0.00
Total					**0.00**

Exhibit C P2P

CHANGE ORDER

Pursuant to 10 M.R.S.A. § 1488, each change order to an existing home construction contract must be in writing and becomes a part of and is in conformance with the original contract. All work shall be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated. The change order must detail all changes to the original contract that result in a revision of the contract price. The previous contract price must be stated and the revised price shall also be stated. Both parties must sign the change order.

Contract No. ___1076_____

1. Parties To This Change Order:
   A. Contractor ___Gebhardt Management
   Name Phone _____207-541-9468
   Address ___175 Brackett St. Portland ME 04102
   B. Owner-Parris To Portland Condominium Association
   29 Parris St. & 58 Portland St. Portland, ME 04101

2. Date Original Contract Signed: _____6-22-2022

3. Changes in the Work Originally Contracted For: Install a partial perimeter drain in basement and a new sump pump housing box. Install PVC sleeves as necessary. Use a 4" drainage pipe with a protective cloth sleeve. Includes labor and materials. $6250

4. Price Change:
   A. Original Contract Price $ 114,919
   B. Revised Contract Price $ 121,169 (change order 1) $121,169 ÷ 10 owners = $12,116.90

5. Acceptance of Change Order:

Signature: Laura Smoch Date: 1/12/23 (Owner)

Signature: _____ Date: _____ (Contractor)

EACH PARTY MUST RECEIVE A COPY OF THIS SIGNED CHANGE ORDER BEFORE THE REVISED WORK CAN BE STARTED.

Exhibit C-1

Gebhardt Property Management
PO BOX 11951
Portland, ME 04104 US
info@gpmmaine.com

INVOICE

BILL TO
Parris to Portland Condo Association
29 Parris St. and 58 Portland St.
Portland, ME 04101

INVOICE	GC Contract
DATE	06/22/2022
TERMS	See Below
DUE DATE	06/22/2022

DATE	ACTIVITY	AMOUNT
06/22/2022	Building Repair:Building Repairs GC CONTRACT	
	1. Parties:	
	A. Contractor: Gebhardt Property Management Name: Tim Gebhardt Phone 207-541-9468 Address: 175 Brackett Street, Portland ME, 04102	
	B. Client: Parris to Portland Condominium Association 29 Parris St. and 58 Portland St. Portland, ME 04101	
	2. Location of Work: 58 Portland St Portland, ME 04101	
	3. Completion Dates: TBD	0.00
	4. Contract Price: $ 114,919 Price	114,919.00
	5. Method of Payment: A 1/3 deposit of $38,000 will be due within 10 days of signing the contract. The 2nd payment of $38,000 will be due within 10 days of start of work. The remaining balance will be due upon completion.	0.00
	6. Description of Work:	0.00
	Phase 1: Secure corners. Relocate two water heaters. A. Pour the corners (Urgent) B. Pour a slab next to the brick pier (wall). Relocate two of the water heaters to the new slab. $12,000 (labor only) Materials needed for Phase 1: (6) sheets plywood 3/4in thick (13) 8' 2x6" Star head 2" + 2-½" G KY 2 boxes (1) wire mesh (3) #4 corner bar (28) 10' pieces #4 rebar Wire bag ties Roll wire 7 yards cement (first pour) 3-½ yards cement (second pour) COST OF MATERIALS	
	Phase 2: Pour footings and build walls (Urgent)	

Exhibit C

A. Pour the trench footings and the footings for the vertical steel beams (set bolts for beams if possible)
B. Lay 6"x6" PT sticks along the length of the trench footings as plates, for stud walls and fasten them in.
$28,000 (labor only)
Materials needed for Phase 2:
7 yards concrete
COST OF MATERIALS

New basement bearing wall partitions
Bearing wall partitions - Install new pressure-treated 2x6in wall plate fastened to the concrete floor and top 2x6in plate fastened to existing house beam. Install new 2x6in bearing wall framing partitions under the existing 6inx7in basement carrying beams. Install horizontal 2x4in mid height of wall fastened to each stud.

Note 1: Install 6-2x6in post in bearing wall with existing post above on thickened concrete slab in area as specified.
Note 2: Install 2x10 blocking ripped to fit tight under the existing floor sheathing between the joists under floor located under the first floor bearing walls as specified.
Note 3: In bearing walls beneath joists only - provide 3'-4in wall openings (owner to locate wall openings). Install (3) 1-3/4in x 4in deep 9-1/2in rip LVL header with (2) 2x6in jack studs plus (1) 2x6in king stud at both ends as specified.
Note 4: In bearing walls beneath beams - provide 3' - 4in opening with (2) 2x6in studs on both sides of opening as specified (owner to locate openings).
Floor Joist Hangers - Install U26R Simpson rough cut floor joists on hangers on approximately 160 of the existing 2x8in floor joists that are notched into the existing beams as specified.
Temporary Support - Install temporary vertical post and remove existing brick pier supports to install new bearing wall framing plate beneath beams.

Includes all permitting, labor and materials.

NOTE: The scope of the work outline is included in the budget with the following exceptions: Obstacles that block new bearing wall partitions to be installed, such as plumbing and electrical wiring. Additional work not stated in estimate will be performed as needed on time and material basis by Breggia Construction at $50.00 per man hour
$20,992

Phase 3: Shore up wall (Not urgent but a contingency)
A. Install steel beams (vertical beams)
B. Build brace for foundation wall

Any additional items discovered during renovation will be brought to the owners attention before any work is embarked upon and quotes for any additional work will be provided upon owners request before any work is done (see Sec. 7 & Change Order Form).

7. Warranties: The contractor provides the following express warranty: All manufacturer warranties will be transferred to the owner. In addition to any additional express warranties agreed to by the parties, the contractor warrants that the work will be free from faulty materials; constructed according to the standards of the Maine Uniform Building and Energy Code (10 M.R.S.A. §§9721-9725); constructed in a skillful manner and fit for habitation. The warranty rights and remedies set forth in the Maine Uniform Commercial Code apply to this contract. MAINE CONSUMER LAW GUIDE 18 - 9 0.00

8. Resolution of Disputes: If a dispute arises concerning the provisions of this contract or the performance by the parties, then the parties agree to settle this dispute by jointly paying for one of the following (check only one): A. Binding arbitration as regulated by the Maine Uniform Arbitration Act, with the parties agreeing to accept as final the arbitrator's decision (_____); B. Nonbinding arbitration, with the parties free to not accept the arbitrator's decision and to seek satisfaction through other means, including a lawsuit (_____); C. Mediation, with the parties agreeing to enter into good faith negotiations through a neutral mediator in order to attempt to resolve their differences (_X_); The parties are not required to select one of these dispute resolution methods. They are optional. If the parties do not select one of these dispute resolution options, check here: _____. 0.00

9. Change Orders: Any alteration or deviation from the above contractual specifications that involve extra cost will be executed only upon the parties entering into a written change order. 0.00

10. Consumer Protection Warning: Consumers are strongly advised to call the Attorney General (1-800-436-2131) or visit the Attorney General's publicly accessible website (www.maine.gov/ag) to gather current 0.00

Exhibit C

information on how to enforce their rights when constructing or repairing their homes (See attached addendum)

11. Additional Provisions 0.00

Any additional items discovered during renovation will be brought to the owners attention before any work is embarked upon and quotes for any additional work will be provided upon owners request before any work is done (see Sec. 7 & Change Order Form).

12. Contract Acceptance: Signature: 0.00

Signature: Laura Simoulis Date: 06/26/2022 (Client)

Signature: _____ Date: _____ (Contractor)

EACH PARTY MUST RECEIVE A COPY OF THIS SIGNED CONTRACT BEFORE WORK CAN BE STARTED.

CHANGE ORDER

Pursuant to 10 M.R.S.A. § 1488, each change order to an existing home construction contract must be in writing and becomes a part of and is in conformance with the original contract. All work shall be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated. The change order must detail all changes to the original contract that result in a revision of the contract price. The previous contract price must be stated and the revised price shall also be stated. Both parties must sign the change order.

Contract No. _____

1. Parties To This Change Order:
   - A. Contractor _____
   - Name Phone _____
   - Address _____
   - B. Homeowner or Lessee _____
   - Name Phone _____
   - Address _____

2. Date Original Contract Signed: _____

3. Changes in the Work Originally Contracted For: _____

4. Price Change:
   - A. Original Contract Price $ _____
   - B. Revised Contract Price $ _____
   - C. Time & Material at an hourly rate of $ _____

5. Acceptance of Change Order:

Signature: _____ Date: _____ (Homeowner or Lessee)

Signature: _____ Date: _____ (Contractor)

Exhibit C

EACH PARTY MUST RECEIVE A COPY OF THIS SIGNED CHANGE ORDER BEFORE THE REVISED WORK CAN BE STARTED.

Maine Attorney General Home Construction Warning
Contractors Must Include This Statement With Any Home
Construction Contract for More Than $3,000
Last revised 3/20/07
If you are thinking about building a new home or repairing your existing home, here are some things you should know.

Contractors Are Not Licensed - Buyer Beware!
While there are a great many competent, ethical home contractors in Maine, it is up to you, the consumer, to find one. Home contractors are not licensed or regulated by the State of Maine. The old saying "Buyer Beware" applies. You should also keep in mind that the lack of state licensing allows the worst contractors to compete for your business alongside the best. The Attorney General's Consumer Mediation Program ranks home contractors among the top three most complained about businesses every year.
Although home construction contractors are not licensed, some building trades are licensed. Architects, engineers, plumbers, electricians, oil burner technicians, manufacturers, dealers and installers of mobile and modular homes are licensed in Maine. For more information on these licensed trades, go to www.maine.gov/pfr/pfrhome.htm.
When hiring a contractor, we recommend that you:
Seek referrals and keep good notes. The best source of references may be:
o friends
o co-workers
o independent trade contractors
o engineers
o family
o building material suppliers
o neighbors
o architects
o home inspectors
o local lenders
o banks
o contractor's existing customers
When meeting with a builder, be sure to ask for:
o Number of years in business
o Permanent business location
o Proof of general liability insurance
o Professional affiliations
o Educational designations
o List of last 5 customers
o Proof of workers' compensation insurance for employees and liability insurance
We strongly recommend that you ask any contractor you are considering hiring for several references and that you follow up on them.

Building Codes
While some towns and cities have adopted building codes and enforced them, others have not. We recommend that you talk to your town's code officials before you begin construction.

Written Contracts Are Required
For all home construction and home improvement projects over $3,000, Maine law requires a written contract with a specific provision that prohibits payment up front of more than one third of the contract price. When a contractor asks you for any money up front, make sure that the money is being used to purchase materials for your project. Ask for receipts and for a lien waiver from subcontractors. A model home construction contract that meets State law can be found in Chapter 18 of the Maine Attorney General's Consumer Law Guide. Go to www.maine.gov/ag/index.php?r=clg&s=chap18.

Be Careful with Construction Loans
If a lender is financing your construction project, make sure that you know your lender and that you understand how your loan proceeds will be disbursed and how subcontractors will be paid.

Exhibit C

Home Contractor Complaints Received by the Attorney General
You can find out if a particular contractor has been the subject of a consumer complaint that the Attorney General attempted to mediate by contacting the Attorney General's Consumer Protection Division at 1-800-436-2131 or at consumer.mediation@maine.gov. Keep in mind that just because the Attorney General has accepted a complaint for mediation does not necessarily mean the consumer was right and the contractor was wrong.

Home Contractors the State Has Sued
In the recent past the State has successfully sued the following home contractors for poor workmanship or failure to complete jobs:
• State of Maine v. CBS Enterprises (Kimberly Mark Smith and David J. Blais),
• Default Judgment in CBS Enterprises,
• State of Maine v. Frederic Weinschenk d/b/a Ric Weinschenk Builders, Inc.,
• State of Maine v. Stephen Lunt d/b/a Lakeview Builders, Inc.,
• State of Maine v. Bob Burns d/b/a Better Homes,
• State of Maine v. Albert H. Giandrea d/b/a AG's Home Quality Improvements, Inc.,
• State of Maine v. Al Verdone,
• State of Maine v. Mikal W. Tuttle, d/b/a MT Construction, DMI Industries, Inc., and MT Construction, Inc.
• State of Maine v. Jeffrey C. Scott, d/b/a Molunkus Stream Construction
The Androscoggin County District Attorney has obtained theft convictions against home contractors Harold Soper (State of Maine v. Harold Soper) and Mikel Tuttle (State of Maine v. Mikel W. Tuttle). Even when our lawsuits have been successful, we have been unable to collect a significant portion of the judgments because the builders are bankrupt, judgment proof, or have left the state. We strongly recommend that you research a contractor's record before you begin any construction project.

Your Home Construction Rights
Chapter 17 of the Maine Attorney General's Consumer Law Guide explains your rights when constructing or repairing your home. Chapter 18 of the Consumer Law Guide is a model home construction contract that meets the statutory requirements for any home construction contract over $3,000. Go to http://www.maine.gov/ag/index.php?r=clg. As of September 1, 2006 this entire statement must be an addendum to any home construction contract for more than $3,000, as required by 10 M.R.S.A. Chapter 219-A. For updates to this warning go to http://www.maine.gov/ag/.

Thank You,
Gebhardt Property Management

BALANCE DUE **$114,919.00**

Please send checks, payable to "GPM, LLC", to:
Gebhardt Property Management
PO BOX 11591
Portland, ME 04104

Exhibit C

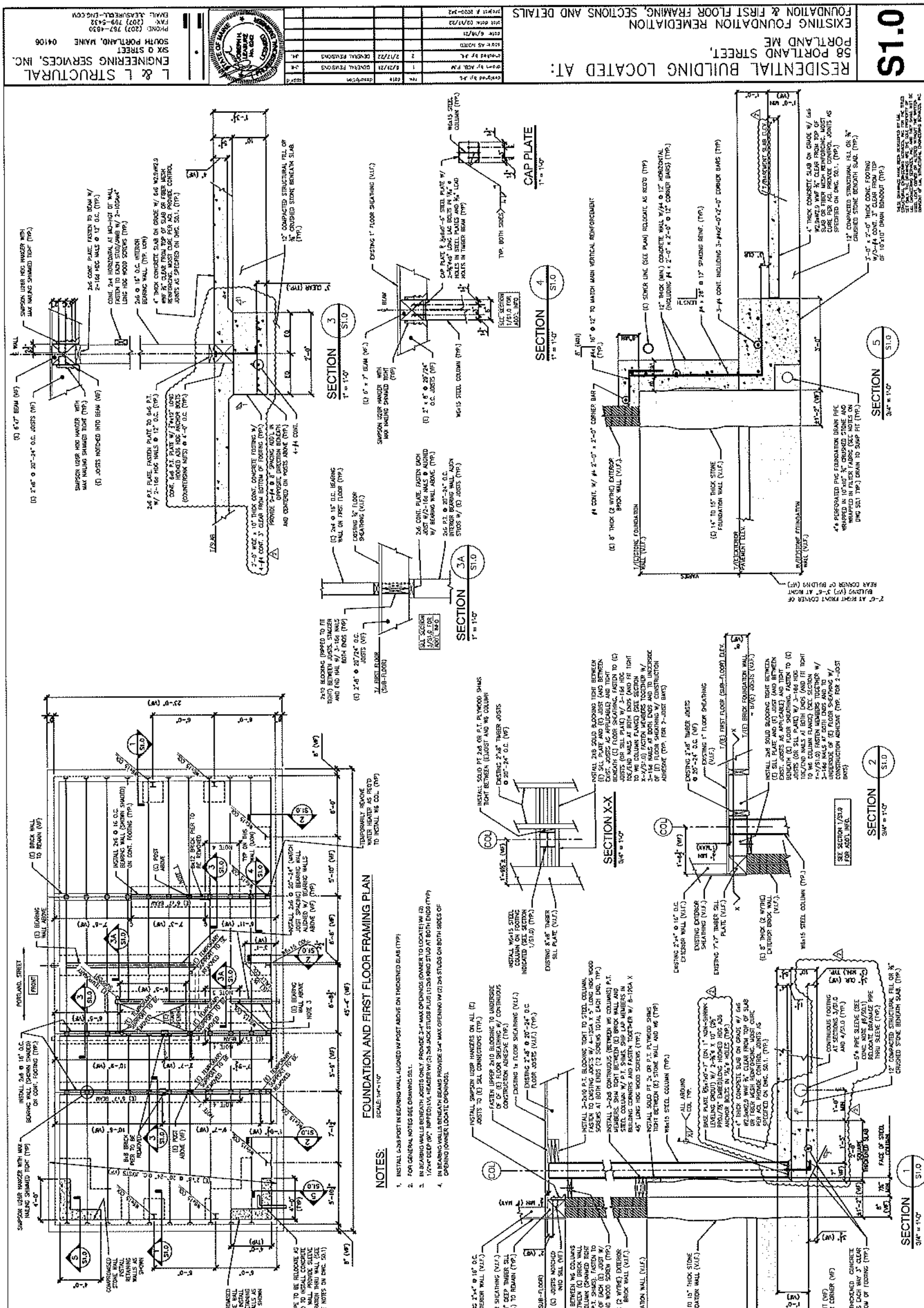
L & L STRUCTURAL ENGINEERING SERVICES, INC.
SIX O STREET
SOUTH PORTLAND, MAINE 04106
PHONE: (207) 767-4830
FAX: (207) 799-5432
EMAIL: JLEASURE@LL-ENG.COM
RESIDENTIAL BUILDING LOCATED AT:
58 PORTLAND STREET,
PORTLAND ME
EXISTING FOUNDATION REMEDIATION
FOUNDATION & FIRST FLOOR FRAMING, SECTIONS AND DETAILS
S1.0
1 8/27/21 GENERAL REVISIONS
2 2/17/22 GENERAL REVISIONS
FOUNDATION AND FIRST FLOOR FRAMING PLAN
SCALE: 1/4"=1'-0"
PORTLAND STREET
FRONT
NOTES:
1. INSTALL 6-2x8 POST IN BEARING WALL ALIGNED W/ POST ABOVE ON THICKENED SLAB (TYP)
2. FOR GENERAL NOTES SEE DRAWING S0.1.
3. IN BEARING WALLS BENEATH JOISTS ONLY, PROVIDE 3'-4" MAX OPENINGS (OWNER TO LOCATE) W/ (3) 1/2"x4" DEEP (10"; RIPPED) LVL HEADER W/ (2) 2x6 JACK STUDS PLUS (1) 2x10 KING STUD AT BOTH ENDS (TYP)
4. IN BEARING WALLS BENEATH BEAMS PROVIDE 3'-4" MAX OPENING W/ (2) 2x6 STUDS ON BOTH SIDES OF OPENING (OWNER LOCATE OPENINGS).
SECTION 1 S1.0 3/4" = 1'-0"
SECTION 2 S1.0 3/4" = 1'-0"
SECTION 3 S1.0 1" = 1'-0"
SECTION 3A S1.0 1" = 1'-0"
SECTION 4 S1.0 1" = 1'-0"
SECTION 5 S1.0 3/4" = 1'-0"
SECTION X-X 3/4" = 1'-0"
CAP PLATE 1" = 1'-0"
SEE SECTION 1/S1.0 FOR ADD'L INFO.
TEMPORARILY REMOVE WATER HEATER AS REQ'D TO INSTALL W6 COL. (TYP)
(E) PIPE TO BE RELOCATE AS REQ'D TO INSTALL CONCRETE RETAINING WALL PROVIDE SLEEVE FOR PENETRATION THRU WALL (SEE CONCRETE NOTES ON DWG. S0.1)
COMPROMISED STONE WALL INSTALL RETAINING WALLS AS SHOWN
4" THICK CONCRETE SLAB ON GRADE W/ 6x6 W2.9xW2.9 WWF 3/4" CLEAR FROM TOP OF SLAB OR FIBER MESH REINFORCING. MOIST CURE PER ACI. PROVIDE CONTROL JOINTS AS SPECIFIED ON DWG. S0.1. (TYP.)
12" COMPACTED STRUCTURAL FILL OR 3/4" CRUSHED STONE BENEATH SLAB. (TYP.)
W6x15 STEEL COLUMN (TYP.)
4"ø PERFORATED PVC FOUNDATION DRAIN PIPE WRAPPED IN 10"x10" 3/4" CRUSHED STONE AND WRAPPED IN FILTER FABRIC (SEE NOTES ON DWG S0.1 TYP.) DRAIN TO SUMP PIT (TYP.)
(E) 14" TO 15" THICK STONE FOUNDATION WALL (V.I.F.)
(E) 8" THICK (2 WYTHE) EXTERIOR BRICK WALL (V.I.F.)
2'-0" SQUARE X 16" THICKENED CONCRETE SLAB W/ 3-#4 BARS EACH WAY 3" CLEAR FROM BOTTOM OF FOOTING (TYP.)

Exhibit C

GENERAL NOTES:

1. THE NOTES ON THE DRAWINGS ARE NOT INTENDED TO REPLACE SPECIFICATIONS, IN ADDITION TO GENERAL NOTES, SEE SPECIFICATIONS FOR REQUIREMENTS.
2. STRUCTURAL DRAWINGS SHALL BE USED IN CONJUNCTION WITH JOB SPECIFICATIONS AND ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, AND SITE DRAWINGS. CONSULT, OPENINGS, CHASES, INSERTS, REGLETS, SLEEVES, DEPRESSIONS, AND OTHER DETAILS NOT SHOWN ON STRUCTURAL DRAWINGS.
3. ALL DIMENSIONS AND CONDITIONS MUST BE VERIFIED IN THE FIELD. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING WITH THE AFFECTED PART OF THE WORK.
4. DO NOT SCALE PLANS.
5. SECTIONS AND DETAILS SHOWN ON ANY STRUCTURAL DRAWINGS SHALL BE CONSIDERED TYPICAL FOR SIMILAR CONDITIONS.
6. ALL PROPRIETARY PRODUCTS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURERS WRITTEN INSTRUCTIONS.
7. THE STRUCTURE IS DESIGNED TO BE SELF SUPPORTING AND STABLE AFTER THE ERECTION IS COMPLETE. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO DETERMINE ERECTION PROCEDURES AND SEQUENCING TO ENSURE THE SAFETY OF THE BUILDING AND ITS COMPONENTS DURING ERECTION. THIS INCLUDES THE ADDITION OF NECESSARY SHORING, SHEETING TEMPORARY BRACING, GUYS OR TIEDOWNS. SUCH MATERIAL SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AFTER COMPLETION OF THE PROJECT.
8. ALL APPLICABLE FEDERAL, STATE, AND MUNICIPAL REGULATIONS SHALL BE FOLLOWED, INCLUDING THE FEDERAL DEPARTMENT OF LABOR OCCUPATIONAL SAFETY AND HEALTH ACT.

DESIGN LOADS:

1. BUILDING CODE: IRC (2015) INTERNATIONAL RESIDENTIAL BUILDING CODE AND ASCE 7-LATEST EDITION.
2. DESIGN LIVE LOADS: (GROUND SNOW LOAD = 50 PSF)
   - ROOF.......................... 40 PSF + DRIFT AS APPLICABLE
   - UNINHABITABLE ATTIC FLOOR WITHOUT STORAGE .... 10 PSF
   - UNINHABITABLE ATTIC FLOOR WITH STORAGE .... 20 PSF
   - HABITABLE ATTIC & SLEEPING AREA FLOOR .... 30 PSF
   - ALL OTHER FLOOR AREAS EXCEPT BALCONIES & DECKS .... 40 PSF
   - PUBLIC STAIRS AND CORRIDORS .... 100 PSF
3. DESIGN WIND LOADS ARE BASED ON EXPOSURE B USING 120 MPH BASIC WIND SPEED.
4. SEISMIC DESIGN UTILIZES A BEARING WALL SYSTEM. LIGHT FRAME WALLS WITH SHEAR PANELS - WOOD STRUCTURE PANELS/SHEET STEEL PANELS. ANALYSIS PROCEDURE SHALL BE EQUIVALENT LATERAL FORCE PROCEDURE PER IRC 2015.

FOUNDATION NOTES:

1. FOUNDATIONS HAVE BEEN DESIGNED WITH A PRESUMPTIVE SOIL BEARING CAPACITY OF 2000 PSF TO BE VERIFIED BY THE GENERAL CONTRACTOR IN THE FIELD. IF THE ALLOWABLE SOIL BEARING CAPACITY IS LESS THAN 2000 PSF, THE EXCESSIVE SOIL BEARING PRESSURE COULD RESULT WITH FOUNDATION SETTLEMENT AND MOVEMENT OF THE BUILDING STRUCTURE. L&L STRUCTURAL ENGINEERING SHALL NOT BE RESPONSIBLE AND HELD HARMLESS FOR DAMAGES RESULTING FROM FOUNDATION SETTLEMENT AND MOVEMENT OF THE STRUCTURE RESULTING FROM INADEQUATE SOIL BEARING CAPACITY.
2. INTERIOR SPREAD FOOTINGS AND EXTERIOR STRIP FOOTINGS SHALL BE FOUNDED ON UNDISTURBED NATIVE SOIL OR COMPACTED STRUCTURAL FILL.
3. INTERIOR SPREAD FOOTINGS AND EXTERIOR STRIP FOOTINGS EXTERIOR STRIP AND SPREAD FOOTINGS SHALL BE FOUNDED A MINIMUM OF 4'-0" BELOW FINISHED SITE GRADE.
4. SLABS ON GRADE SHALL BEAR ON A MINIMUM OF 12" OF COMPACTED STRUCTURAL FILL OR COMPACTED 3/8" CRUSHED STONE. IF LOOSE OR UNDESIRABLE FILLS ARE ENCOUNTERED AT THE SLAB SUBGRADE LEVEL, THEY SHALL BE OVER EXCAVATED TO THE SURFACE OF THE NATURAL SOIL AND REPLACED WITH STRUCTURAL FILL. REFER TO DRAWINGS AND SPECIFICATIONS FOR VAPOR BARRIER REQUIREMENTS. MOIST CURE SLABS IN ACCORDANCE WITH ACI.
5. STRUCTURAL FILL SHALL BE USED AT ALL LOCATIONS BELOW FOOTINGS AND SLABS AND ADJACENT TO THE FOUNDATION WALLS. PRIOR TO PLACEMENT OF STRUCTURAL FILL, REMOVE ALL TOPSOIL AND OTHER UNSUITABLE MATERIAL. COMPACTED STRUCTURAL FILL SHALL CONSIST OF CLEAN GRANULAR MATERIAL FREE OF ORGANICS, LOAM, TRASH, SNOW, ICE, FROZEN SOIL OR ANY OTHER OBJECTIONABLE MATERIAL. IT SHALL BE WELL GRADED WITHIN THE FOLLOWING LIMITS:

SCREEN OR SIEVE SIZE	PERCENT FINER BY WEIGHT
6 INCH	100
3 INCH	70-100
NO. 4	35-70
NO. 40	5-35
NO. 200	0-5

6. STRUCTURAL FILL (OR 3/8" CRUSHED STONE) BENEATH SLABS SHALL BE PLACED IN LAYERS NOT EXCEEDING 6 INCHES IN LOOSE MEASURE AND COMPACTED BY SELF-PROPELLED COMPACTION EQUIPMENT AT APPROXIMATE OPTIMUM MOISTURE CONTENT TO A DRY DENSITY OF AT LEAST 95% OF THE MAXIMUM IN PLACE DRY DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST (ASTM D-1557). FOR STRUCTURAL FILL OR 100% OF THE RODDED UNIT WEIGHT AS DETERMINED BY ASTM C-29 FOR 3/8" CRUSHED STONE.
7. UNDERDRAINS SHALL BE PLACED AS SHOWN ON THE SITE DRAWINGS. UNDERDRAINS SHALL BE INSTALLED TO POSITIVELY DRAIN TO A SUITABLE DISCHARGE POINT AWAY FROM THE STRUCTURE.
8. EXTERIOR CONCRETE SLABS ON GRADE, SHALL BE UNDERLAIN BY AT LEAST 4 FEET OF STRUCTURAL FILL MEETING GRADATION AND COMPACTION REQUIREMENTS NOTED ABOVE. REINFORCE SLABS WITH #4 @ 12" O.C. EACH WAY AT CENTER OF SLAB.
9. BACKFILL BOTH SIDES OF FOUNDATION WALLS SIMULTANEOUSLY.

CONCRETE NOTES:

1. ALL CONCRETE WORK SHALL CONFORM TO ACI 318-LATEST EDITION.
2. CONCRETE STRENGTH AT 28 DAYS SHALL BE:
   - A. 4000 PSI FOR BASEMENT WALLS.
   - B. 3000 PSI FOR FOOTINGS, FROST WALLS AND PIERS.
   - C. 4000 PSI FOR ALL SLABS ON GRADE.
3. ALL CONCRETE SHALL BE AIR ENTRAINED 4% TO 6% PER THE SPECIFICATIONS.
4. CONCRETE SHALL NOT BE PLACED IN WATER OR ON FROZEN GROUND.
5. CONCRETE MATERIALS
   - B. PORTLAND CEMENT: ASTM C 150, TYPE I OR TYPE II UNLESS OTHERWISE ACCEPTABLE TO ARCHITECT. USE ONE BRAND OF CEMENT THROUGHOUT PROJECT, UNLESS OTHERWISE ACCEPTABLE TO ARCHITECT.
   - C. NORMAL WEIGHT AGGREGATES: ASTM C 33. PROVIDE FROM A SINGLE SOURCE FOR EXPOSED CONCRETE. DO NOT USE AGGREGATES CONTAINING SOLUBLE SALTS OR OTHER SUBSTANCES SUCH AS IRON SULFIDES, PYRITE, MARCASITE, OR OCHRE WHICH CAN CAUSE STAINS ON EXPOSED CONCRETE SURFACES.
   - D. LIGHT WEIGHT AGGREGATES: ASTM C 330.
   - E. WATER: POTABLE.
   - F. AIR-ENTRAINING ADMIXTURE: ASTM C 260.
   - G. HIGH-RANGE WATER-REDUCING ADMIXTURE (SUPER PLASTICIZER): ASTM C 494, TYPE F OR TYPE G CONTAINING NOT MORE THAN 1% CHLORIDE IONS.
   - H. FIBER REINFORCEMENT SHALL BE ADDED AND DISTRIBUTED PRIOR TO INCORPORATION OF SUPER PLASTICIZER.
   - I. NORMAL RANGE WATER REDUCING ADMIXTURE: ASTM C 494 TYPE A CONTAINING NO CALCIUM CHLORIDE.
   - J. ACCELERATING ADMIXTURE: ASTM C 494 TYPE C OR E.
   - K. CALCIUM CHLORIDE NOT PERMITTED.
6. PROVIDE PVC SLEEVED WHERE PIPES PASS THROUGH CONCRETE WALLS OR SLABS.
7. REINFORCING BARS SHALL CONFORM TO ASTM A615 GRADE 60 DEFORMED BARS, AND SHALL BE DETAILED, FABRICATED AND ERECTED IN ACCORDANCE WITH ACI 315-LATEST EDITION.
8. WELDED WIRE FABRIC SHALL BE PROVIDED IN FLAT SHEETS.
9. FIBER REINFORCED CONCRETE SHALL CONFORM TO ASTM C-1116.
10. COMPLETE SHOP DRAWINGS AND SCHEDULES OF ALL REINFORCING STEEL SHALL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE ENGINEER FOR REVIEW PRIOR TO COMMENCEMENT OF THAT PORTION OF THE WORK. ALL ACCESSORIES MUST BE SHOWN ON THE SHOP DRAWINGS. SUBMIT (2) BLACK LINE PRINTS TO THE ENGINEER/ARCHITECT.
11. SPLICES OF REINFORCING BARS SHALL BE IN ACCORDANCE WITH ACI 318. SPLICES OF WWF SHALL BE 6" MINIMUM.
12. CONCRETE FINISHES:
   - SLABS: STEEL TROWEL AND LIGHT BROOM (NON-SLIP)
   - WALLS: GROUT CLEANED
13. ANCHOR BOLTS SHALL CONFORM TO ASTM A36 HOT DIPPED GALVANIZED UNLESS NOTED OTHERWISE ON PLAN.
14. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF DOOR BONDOUT LOCATIONS, SLAB DEPRESSION & OTHER REQUIRED BONDOUTS. COORDINATE LOCATION OF BONDOUTS WITH ARCHITECTURAL, MECHANICAL & PLUMBING, ELECTRICAL AND KITCHEN EQUIPMENT VENDORS AS NECESSARY TO PROPERLY INSTALL EACH SPECIFIC ITEM.
15. PROVIDE 1/2" WIDE x 1" DEEP CONTROL JOINTS IN SLABS AT 15'X15' INTERVALS (225 SF MAX) AS SHOWN ON DRAWINGS. CLEAN JOINT FREE OF DUST AND DEBRIS, FILL WITH ELASTOMERIC CAULK COMPATIBLE WITH CONCRETE.

STRUCTURAL STEEL NOTES:

1. STRUCTURAL STEEL FABRICATION, ERECTION, AND CONNECTION DESIGN SHALL CONFORM TO AISC "SPECIFICATION FOR THE DESIGN, FABRICATION, AND ERECTION OF STRUCTURAL STEEL"-NINTH EDITION.
2. STRUCTURAL STEEL:
   - A. STRUCTURAL STEEL SHALL CONFORM TO ASTM A992 (F_y = 50 KSI)
   - B. STRUCTURAL TUBING SHALL CONFORM TO ASTM A-500 GR-B
   - C. STRUCTURAL PIPE SHALL CONFORM TO ASTM A-53, TYPE E OR S
3. THE FABRICATOR SHALL DESIGN CONNECTIONS FOR THE REACTIONS SHOWN ON THE DRAWINGS OR THE MAXIMUM END REACTION THAT CAN BE PRODUCED BY A LATERALLY SUPPORTED UNIFORMLY LOADED BEAM FOR EACH GIVEN BEAM SIZE AND SPAN.
4. FIELD CONNECTIONS SHALL BE BOLTED USING 3/4" DIAMETER ASTM A325 HIGH STRENGTH BOLTS EXCEPT WHERE FIELD WELDING IS INDICATED ON THE DRAWINGS.
5. ALL WELDING SHALL CONFORM TO AWS D1.1-LATEST EDITION. WELDING ELECTRODES SHALL BE E70XX.
6. STRUCTURAL STEEL PRIMER PAINT. TNEMEC 10-99 ALKYD RUST INHIBITIVE PRIMER. 2.0 TO 3.5 MILS DRY THICKNESS. OR APPROVED ALTERNATE.
7. STRUCTURAL STEEL TOP COAT FOR STEEL PERMANENTLY EXPOSED TO VIEW. TNEMEC SERIES 2 TNEMEC-GLOSS ENAMEL, 3.0 TO 5.0 MILS DRY THICKNESS, OR APPROVED ALTERNATE.
8. COMPLETE SHOP DRAWINGS AND SCHEDULES OF ALL STRUCTURAL STEEL SHALL BE PREPARED BY THE CONTRACTOR AND SUBMITTED TO THE ENGINEER FOR REVIEW PRIOR TO COMMENCEMENT OF THAT PORTION OF THE WORK. ALL ACCESSORIES MUST BE SHOWN ON THE SHOP DRAWINGS. SUBMIT (2) BLACK LINE PRINTS TO THE ENGINEER/ARCHITECT.

TIMBER FRAMING NOTES:

1. ALL TIMBER FRAMING SHALL BE IN ACCORDANCE WITH THE AITC TIMBER CONSTRUCTION MANUAL OR THE NATIONAL DESIGN SPECIFICATION (NDS)-LATEST EDITION
2. INDIVIDUAL TIMBER FRAMING MEMBERS SHALL BE VISUALLY GRADED, MINIMUM GRADE #2 SPRUCE-PINE-FIR (SPF), KILN DRIED TO 19% MAXIMUM MOISTURE CONTENT.
3. TIMBER SHALL BE SOUTHERN YELLOW PINE TREATED WITH ACQ WATER BORNE PRESERVATIVE IN ACCORDANCE WITH AWPA TREATMENT C1 WITH 0.40 PCF RETAINAGE FOR ITEMS IN CONTACT WITH ROOFING, MASONRY OR CONCRETE WITH 0.60 PCF RETAINAGE FOR ITEMS IN CONTACT WITH EARTH.
4. METAL CONNECTORS SHALL BE USED AT ALL TIMBER TO TIMBER CONNECTIONS OR AS NOTED ON THE DESIGN DRAWINGS. ALL METAL CONNECTORS IN CONTACT WITH PRESSURE TREATED TIMBER SHALL BE HOT-DIPPPED GALVANIZED.
5. PROVIDE SIMPSON H2.5A HURRICANE ANCHORS OR SIMPSON SDWC 15600 WOOD SCREWS (FASTENED PER MANUFACTUERS' WRITTEN INSTRUCTIONS) WHERE TIMBER FRAMING AND/OR TRUSSES BEAR ON BEARING WALLS AND STRUCTURAL BEAMS.
6. NAILS AND SCREWS NOT SPECIFIED SHALL CONFORM WITH IBC 2015. ALL NAILS AND SCREWS IN CONTACT WITH PRESSURE TREATED TIMBER SHALL BE STAINLESS STEEL.
7. PROVIDE 1/2" THICK APA RATED EXTERIOR WALL SHEATHING FASTENED W/ 10D NAILS @ 4" O.C. AT PANEL EDGES AND 6" O.C. INTERMEDIATE. LAP SHEATHING 1'-0" MINIMUM OVER EXISTING STRUCTURE (WHERE APPLICABLE).
8. PROVIDE 5/8" THICK APA RATED ROOF SHEATHING FASTENED W/ 10D NAILS @ 6" O.C. AT PANEL EDGES AND INTERMEDIATE.
9. PROVIDE 3/4" THICK APA RATED FLOOR SHEATHING FASTENED W/ CONSTRUCTION ADHESIVE AND 10D RING SHANK NAILS @ 6" O.C. AT PANEL EDGES AND INTERMEDIATE.
10. LVL INDICATED LAMINATED VENEER LUMBER BEAMS MANUFACTURED BY BOISE CASCADE OR APPROVED EQUAL. (FB = 3100 PSI & E = 2.0 X 10⁶ PSI)

STANDARD ABBREVIATIONS:

(E) - INDICATES EXISTING CONDITIONS OR MEMBERS.
(TYP.) - INDICATES TYPICAL
(VIF) - INDICATES GENERAL CONTRACTOR SHALL "VERIFY IN FIELD" EXISTING DIMENSIONS, ELEVATIONS OR CONDITIONS.
(U.O.N.) - INDICATES UNLESS OTHERWISE NOTED.
T/ - INDICATES "TOP OF".
M.O. - INDICATES MASONRY OPENING
R.O. - INDICATES ROUGH OPENING
TBD - TO BE DETERMINED
CJ - INDICATES CONTROL JOINT
S.S. - INDICATES STAINLESS STEEL
P.A.F. - POWDER ACTUATED FASTENER
G.C. - INDICATES GENERAL CONTRACTOR
A/E - INDICATES ARCHITECT & ENGINEER OF RECORD
HDG - INDICATES HOT DIP GALVANIZED
F.R. - INDICATES FIRE RETARDANT

THESE DRAWINGS HAVE BEEN DEVELOPED BY L&L STRUCTURAL ENGINEERING SERVICES, INC. FOR THE TITLED SET ONLY. ALL DRAWINGS ARE THE SOLE PROPERTY OF L&L ENGINEERING SERVICES, INC. AND THEY SHALL NOT BE USED, LENT, COPIED OR ALTERED WITHOUT THE WRITTEN CONSENT OF L&L STRUCTURAL ENGINEERING SERVICES, INC.

L & L STRUCTURAL ENGINEERING SERVICES, INC.
SIX Q STREET
SOUTH PORTLAND, MAINE 04106
PHONE: (207) 707-4830
FAX: (207) 799-5432
EMAIL: JLEASURE@LL-ENG.COM

STATE OF MAINE — JOSEPH N. LEASURE No. 6242 — LICENSED PROFESSIONAL ENGINEER

rev.	date	description	appr'd
1	6/21/21	GENERAL REVISIONS	JAL
2	2/17/22	GENERAL REVISIONS	JAL

designed by: JAL
drawn by: ACB, PJM
checked by: JAL
scale: AS NOTED
date: 6/18/21
plot date: 02/17/22
project #: 2020-342

RESIDENTIAL BUILDING LOCATED AT:
58 PORTLAND STREET,
PORTLAND ME

EXISTING FOUNDATION REMEDIATION
GENERAL NOTES

S0.1

Exhibit C

Exhibit D

Bangor Savings Bank

PO Box 930
Bangor, ME 04402-0930
1.877.226.4671

Individual Activity Statement

ANNA [redacted]N
[redacted]T
[redacted]

General Information

Account Number:	XXXXXXXXXXXX9317	Customer Number:	[redacted]
Home Phone:	[redacted]	Work Phone:	[redacted]
Loan Term:	360	Loan Type:	FIXED RATE MTG LOAN
Interest Rate:	4.250000 %	Origination Date:	05/17/2017

Balance & Payment Information

Original Amount:	$148,500.00	Payment Due Date:	11/01/2024
Current Balance:	$120,621.66	Payment Amount:	$960.00
Accrued Interest:	$225.42	Principal/Interest:	$0.00
Daily Per Diem:	$13.78064	Payment Type:	Scheduled payment includes accrued int.

Loan History

Posting Date	Transaction Description	Amount	Principal Balance
06/01/2020	Auto Transfer Credit(ACH)	($1,053.00)	$138,896.06

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($50.00)	$138,896.06
Principal Payment Split Out	Principal	($237.59)	$138,946.06
Interest Payment Split Out	Interest Payment	($492.94)	$139,183.65
Escrow No. 1 Balance Increase	Escrow Balance 1	($272.47)	$139,183.65

06/30/2020	Interest paid on Escrow balance 1	($1.30)	$138,896.06
07/01/2020	Auto Transfer Credit(ACH)	($1,053.00)	$138,616.45

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$138,616.45
Principal Payment Split Out	Principal	($238.61)	$138,657.45
Interest Payment Split Out	Interest Payment	($491.92)	$138,896.06
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$138,896.06

07/31/2020	Auto Transfer Credit(ACH)	($1,053.00)	$138,335.85

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Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$138,335.85
Principal Payment Split Out	Principal	($239.60)	$138,376.85
Interest Payment Split Out	Interest Payment	($490.93)	$138,616.45
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$138,616.45

09/01/2020	Auto Transfer Credit(ACH)	($1,053.00)	$138,054.26

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$138,054.26
Principal Payment Split Out	Principal	($240.59)	$138,095.26
Interest Payment Split Out	Interest Payment	($489.94)	$138,335.85
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$138,335.85

09/30/2020	Interest paid on Escrow balance 1	($2.95)	$138,054.26
10/01/2020	Auto Transfer Credit(ACH)	($1,053.00)	$137,771.67

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$137,771.67
Principal Payment Split Out	Principal	($241.59)	$137,812.67
Interest Payment Split Out	Interest Payment	($488.94)	$138,054.26
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$138,054.26

10/19/2020	Decrease escrow balance 1	$1,617.72	$137,771.67
10/30/2020	Auto Transfer Credit(ACH)	($1,053.00)	$137,488.08

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$137,488.08
Principal Payment Split Out	Principal	($242.59)	$137,529.08
Interest Payment Split Out	Interest Payment	($487.94)	$137,771.67
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$137,771.67

12/01/2020	Auto Transfer Credit(ACH)	($1,053.00)	$137,203.49

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$137,203.49
Principal Payment Split Out	Principal	($243.59)	$137,244.49
Interest Payment Split Out	Interest Payment	($486.94)	$137,488.08
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$137,488.08

12/31/2020	Auto Transfer Credit(ACH)	($1,053.00)	$136,917.89

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$136,917.89
Principal Payment Split Out	Principal	($244.60)	$136,958.89
Interest Payment Split Out	Interest Payment	($485.93)	$137,203.49
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$137,203.49

12/31/2020	Interest paid on Escrow balance 1		($2.08)	$136,917.89
01/06/2021	Escrow #1 rate change	0.05000000 %	$0.00	$136,917.89
02/01/2021	Auto Transfer Credit(ACH)		($1,053.00)	$136,631.28

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Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$136,631.28
Principal Payment Split Out	Principal	($245.61)	$136,672.28
Interest Payment Split Out	Interest Payment	($484.92)	$136,917.89
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$136,917.89

03/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$136,343.65

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$136,343.65
Principal Payment Split Out	Principal	($246.63)	$136,384.65
Interest Payment Split Out	Interest Payment	($483.90)	$136,631.28
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$136,631.28

03/02/2021	Decrease escrow balance 1	$1,617.71	$136,343.65
03/31/2021	Interest paid on Escrow balance 1	($0.25)	$136,343.65
04/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$136,055.00

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$136,055.00
Principal Payment Split Out	Principal	($247.65)	$136,096.00
Interest Payment Split Out	Interest Payment	($482.88)	$136,343.65
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$136,343.65

04/30/2021	Auto Transfer Credit(ACH)	($1,053.00)	$135,765.33

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$135,765.33
Principal Payment Split Out	Principal	($248.67)	$135,806.33
Interest Payment Split Out	Interest Payment	($481.86)	$136,055.00
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$136,055.00

06/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$135,474.64

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$135,474.64
Principal Payment Split Out	Principal	($249.69)	$135,515.64
Interest Payment Split Out	Interest Payment	($480.84)	$135,765.33
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$135,765.33

06/30/2021	Interest paid on Escrow balance 1	($0.11)	$135,474.64
07/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$135,182.92

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($41.00)	$135,182.92
Principal Payment Split Out	Principal	($250.72)	$135,223.92
Interest Payment Split Out	Interest Payment	($479.81)	$135,474.64
Escrow No. 1 Balance Increase	Escrow Balance 1	($281.47)	$135,474.64

07/30/2021	Auto Transfer Credit(ACH)	($1,053.00)	$134,876.16

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Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($55.00)	$134,876.16
Principal Payment Split Out	Principal	($251.76)	$134,931.16
Interest Payment Split Out	Interest Payment	($478.77)	$135,182.92
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$135,182.92

09/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$134,568.32

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($55.00)	$134,568.32
Principal Payment Split Out	Principal	($252.84)	$134,623.32
Interest Payment Split Out	Interest Payment	($477.69)	$134,876.16
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$134,876.16

09/30/2021	Interest paid on Escrow balance 1	($0.20)	$134,568.32
10/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$134,259.39

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($55.00)	$134,259.39
Principal Payment Split Out	Principal	($253.93)	$134,314.39
Interest Payment Split Out	Interest Payment	($476.60)	$134,568.32
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$134,568.32

10/13/2021	Decrease escrow balance 1	$1,163.26	$134,259.39
11/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$133,949.36

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($55.00)	$133,949.36
Principal Payment Split Out	Principal	($255.03)	$134,004.36
Interest Payment Split Out	Interest Payment	($475.50)	$134,259.39
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$134,259.39

12/01/2021	Auto Transfer Credit(ACH)	($1,053.00)	$133,638.23

Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($55.00)	$133,638.23
Principal Payment Split Out	Principal	($256.13)	$133,693.23
Interest Payment Split Out	Interest Payment	($474.40)	$133,949.36
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$133,949.36

12/31/2021	Interest paid on Escrow balance 1	($0.18)	$133,638.23
01/03/2022	Auto Transfer Credit(ACH)	($1,053.00)	$133,326.00

Payment Break Down

Transaction Description	Affects	Amount	Balance
Effective Date Credit Interest Adj.	Accrual Adjustment	($0.01)	$133,326.00
Principal Curtailment	Principal	($55.00)	$133,326.00
Principal Payment Split Out	Principal	($257.23)	$133,381.00
Interest Payment Split Out	Interest Payment	($473.30)	$133,638.23
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$133,638.23

02/01/2022	Auto Transfer Credit(ACH)	($1,053.00)	$133,012.67

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Payment Break Down

Transaction Description	Affects	Amount	Balance
Principal Curtailment	Principal	($55.00)	$133,012.67
Principal Payment Split Out	Principal	($258.33)	$133,067.67
Interest Payment Split Out	Interest Payment	($472.20)	$133,326.00
Escrow No. 1 Balance Increase	Escrow Balance 1	($267.47)	$133,326.00

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Cumberland Title Services, LLC
ALTA Universal ID RSA7
178 Middle Street, Suite 402
Portland, ME 04101

Exhibit E

File No./Escrow No.: [redacted]
Print Date & Time: May 12, 2017 at 02:42·PM
Officer/Escrow Officer: Cumberland Title Services, LLC
Settlement Location: 178 Middle Street, Suite 402
Portland, ME 04101

Property Address: 29 Parris Street, #3
Portland, ME 04101

Borrower: Anna[redacted]
Seller: Guy W. Henning and Diane W. Henning
Lender: Bangor Savings Bank
Settlement Date: May 17, 2017
Disbursement Date: May 17, 2017

Description	Borrower/Buyer Debit	Borrower/Buyer Credit
Financial		
Sale Price of Property	$ 165,000.00	
Deposit		$ 1,000.00
Loan Amount		$ 148,500.00
Seller Credit		$ 2,500.00
Down Payment = $16,500		
Prorations/Adjustments		
City/Town Taxes 05/18/17 to 07/01/17	$ 356.14	
Stormwater 05/18/17 to 07/01/17	$ 5.22	
May Condo Assmts 05/18/17 to 06/01/17	$ 107.48	
Loan Charges to Bangor Savings Bank		
Origination Fee POC $ 500.00 Paid by Borrower before closing	$ 550.00	
Appraisal Fee	$ 550.00	
Condo Questionnaire	$ 100.00	
Prepaid Interest $17.53 per day from 05/17/17 to 06/01/17	$ 262.95	
Other Loan Charges		
CPL to First American Title Insurance Company	$ 25.00	
E - Recording to Cumberland Title Services	$ 9.00	
Settlement Fee to Cumberland Title Services, LLC	$ 350.00	

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(2017046955.PFD/2017046955/13)
Printed on 05/12/17 at 02:42·PM

Exhibit E

		Debit	Credit
Impounds			
City/Town Taxes 4 mo @ $ 244.19 /mo		$ 976.76	
Aggregate Adjustment		$ -0.02	
Title Charges & Escrow / Settlement Charges			
Title - Lender's Title Insurance to Cumberland Title Services, LLC Coverage: $ 148,500.00 Premium: $ 50.00		$ 260.75	
Title - Owner's Title Insurance (optional) to Cumberland Title Services, LLC Coverage: $ 165,000.00 Premium: $ 577.50		$ 366.75	
Title Exam	to Cumberland Title Services, LLC	$ 345.00	
Title - FATIC Residential Endorsement	to Cumberland Title Services, LLC	$ 75.00	
Commission			
Government Recording and Transfer Charges			
Recording Fees - EST Deed:$24.00 Mortgage:$48.00	to Cumberland Title Services	$ 72.00	
Transfer Tax	to Cumberland Title Services	$ 363.00	
Payoffs			
Miscellaneous			
Homeowner's Insurance Premium (mo.)	to State Farm	$ 341.00	
Subtotals		$ 170,116.03	$ 152,000.00
Balance Due FROM			$ 18,116.03
TOTALS		$ 170,116.03	$ 170,116.03

Acknowledgement

We/I have carefully reviewed the ALTA Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the ALTA Settlement Statement. We/I authorize Cumberland Title Services, LLC to cause the funds to be disbursed in accordance with this statement.

Closing Costs Total = 3,330

Down Payment = 16,500

Initial Investment Amount = 19,830

Anna [redacted]

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(2017046955.PFD/2017046955/13)
Printed on 05/12/17 at 02:42 PM

Exhibit E

	Debit	Credit

Cumberland Title Services, LLC, Escrow Officer

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Exhibit E

City of Portland – Housing Safety Division

LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Conditional Approval

Date of Hearing

April 23, 2025

Owner Name and Address

36 Alder LLC

550 Forest Ave, Suite 204

Portland, ME 04101

Property Address

36 Alder St, Units 1-2

CBL

033-C-020-001

Tenants/Interested Parties

Yes

CITY OF PORTLAND
RENT BOARD
LANDLORD REQUEST FOR RENT INCREASE DECISION

DATE OF PUBLIC HEARING:	April 24, 2024
OWNER NAME AND ADDRESS:	36 Alder LLC 550 Forest Avenue, Suite 204 Portland, Maine 04101
PROPERTY ADDRESS, UNIT, AND CBL:	36 Alder Street, Units 1-2 CBL 033 C-020-001
TENANTS/INTERESTED PARTIES:	Units 1 and 2 are vacant. Beverly Adler rents unit 3, however, the landlord has not requested approval to raise that Ms. Adler's rent.
TYPE OF REQUEST:	**X** Fair rate of return (§ 6-234(b)(4))
BASE RENT:	Unit 1: $1,500.00 Unit 2: $1,468.00
CURRENT RENT:	Unit 1: $1,650.00 Unit 2: $1,468.00

RELEVANT ORDINANCE PROVISIONS

Section 6-233(c) of the City Code provides: *Base rent following major renovation or reconfiguration of Covered Units*. Upon a major renovation or reconfiguration of a Covered Unit, the Landlord may charge no more than the Banked Rent for that unit, or may apply to the Rent Board for determination of the appropriate increased Base Rent. When determining the appropriate increased Base Rent, the Rent Board may consider factors including the increase in floor area, the addition or upgrade of amenities, the amount necessary to ensure a fair return on investment, and any other factor determined relevant in the opinion of the Rent Board; the Rent Board may consider any amount of Banked Rent accrued for that unit, but after determining the appropriate Base Rent, all previously accrued Banked Rent shall be forfeited.

Section 6-232 defines a "*Major renovation or reconfiguration*" as "one or more capital investments or improvements where the total cost of construction or improvement attributable to the Rental unit involved exceeds 20% of the property value, prior to improvement, of the Rental unit involved, as determined by the city's tax assessor."

Section 6-232 defines "*Fair return on investment*" as "an amount sufficient to allow a just and reasonable rate of return, to encourage the investment of capital in the rental

housing market, to fairly compensate investors for the risks they have assumed, and to achieve minimum constitutionally protected standards. For the purposes of this ordinance, a Fair return on investment must be calculated using Maintenance of Net Operating Income methodology, as that term is used in other jurisdictions with similar ordinances, that presumes the net operating income the landlord earned from a Covered unit during calendar year 2019 yielded a fair return on investment, unless the landlord proves that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period."

FINDINGS OF FACT

After consideration of the landlord's application and presentation, the applicable ordinances, and public comment, if any, the Portland Rent Board (the "Rent Board" or "Board") finds as follows:

1. 36 Alder LLC (the "Landlord") owns property located at 36 Alder Street in the City (the "Property"). The Property contains three covered units.

2. Pursuant to Section 6-233(c) of the City Code, the Landlord seeks approval from the Rent Board to increase the base rent that will be charged to tenants living in units 1 and 2 at the Property.

3. The Landlord purchased the Property in 2011.

4. The tenant living in unit 1 vacated the unit on June 30, 2023.

5. The tenant living in unit 2 abandoned the unit in July of 2023.

6. Unit 3 is currently occupied by a tenant. The Landlord is not proposing to raise the rents charged to the tenant occupying unit 3.

7. At the Board's April 24, 2024 hearing, the Landlord's representative, Dan Hayes, testified that after units 1 and 2 were vacated he discovered that each unit is uninhabitable in its current condition. More specifically, the Landlord found that: (1) the former tenants of units 1 and 2 "failed to clean the units or give notice of any needed repairs;" (2) the bathrooms in units 1 and 2 are "filthy, and mold infested;" (3) both units' "kitchens floors [a]re covered with grime and the linoleum [is] damaged beyond repair;" (4) units 1 and 2 are infested with roaches; (5) the kitchen cabinets within both units [a]re caked with grime and food waste; (6) many of the walls within the units "are damaged beyond repair and the doors and ceilings within the units had holes punched in them;" (7) the electric baseboard heaters in these units are damaged and must be replaced; and (8) light fixtures in both units were ripped from the walls in some instances.

8. The Landlord proposes to rehabilitate and renovate units 1 and 2. More specifically, the Landlord plans to: (1) replace the refrigerators, stoves, garbage disposals, and water

heaters within units 1 and 2; (2) repair and/or replace the cabinets, counters, sheetrock, and interior doors within units 1 and 2; (3) refinish and/or tear up and replace the flooring within the units; (4) repair and replace electrical wiring and fixtures within the units where it is necessary, and (5) repair and/or replace any plumbing that is in a state of disrepair within the units.

9. The Landlord has not renovated units 1 and 2, but it has presented detailed plans and cost estimates to the Board.

10. The Landlord estimates that it will cost $195,336 to renovate units 1 and 2.

11. The City's Tax Assessor currently values the Property at $499,400.

12. The Landlord represented that the City has approved the Landlord's construction plans to rehabilitate units 1 and 2, and the Landlord anticipates that a building permit will issue after the Landlord has paid the applicable building permit fee to the City.

13. The Landlord requests that the Board reset the base rent for units 1 and 2 as follows:

    a. Unit 1: $3,158
    b. Unit 2: $3,120

CONCLUSIONS OF LAW

The Rent Board finds that the Landlord is entitled to increase units 1 and 2's base rents pursuant to section 6-233(c) of the City Code, but only after the Landlord has completed renovations to units 1 and 2, and presented further evidence to the Board verifying the actual cost to complete such renovations. *See* City Code § 6-233(c) ("*Upon* a major renovation or reconfiguration of a Covered Unit, the Landlord . . . may apply to the Rent Board for determination of the appropriate increased Base Rent") (emphasis added). Assuming that the Landlord's cost estimates are accurate, the Board finds that the Landlord's proposed renovations constitute a "major renovation or reconfiguration" as that term is defined by the City Code. *See* City Code, § 6-232. The City's Tax Assessor values the Property, including all land and buildings located thereon, at $499,400. The Board concludes that $166,466.67 of the Property's total value is attributable to each of the three covered units located on the Property. Twenty percent of the assessed value of units 1 and 2 equals $33,293.33. The construction cost to renovate each unit individually equals approximately $97,668, or $195,336 to renovate both units 1 and 2. The Board concludes that the Landlord's proposed renovation meets the definition of a "major renovation or reconfiguration."

The City Code provides that "[w]hen determining the appropriate increased Base Rent, the Rent Board may consider factors including the increase in floor area, the addition or upgrade of amenities, the amount necessary to ensure a fair return on investment, and any other factor determined relevant in the opinion of the Rent Board." After considering these factors, the Board finds that the base rent for units 1 and 2 should be reset at the following amounts:

Unit 1: $2,961
Unit 2: $2,779

The Board finds that resetting the base rents to the foregoing amounts is appropriate given that the Landlord proposes to completely renovate, and upgrade units 1 and 2. Additionally, the Board concludes that resetting the base rent is necessary to ensure that the Landlord receives a fair return on investment.

DECISION

After consideration of the Landlord's application and presentation, and the applicable ordinances, the Rent Board finds as follows:

The Rent Board APPROVES the Landlord's request to increase the base rents for units 1 and 2, subject to the conditions below, by $1,311 to:

Unit 1: $2,961
Unit 2: $2,779

All previously accrued banked rent attributable to the unit has been forfeited per section 6-233. Any subsequent rent increases are to be applied in accordance with the Ordinance, including the 10% increase per year limitation, state law, and any applicable leases or agreements.

CONDITIONS OF APPROVAL

1. The Landlord may not charge tenants the base rent increases authorized above until: (1) the Landlord has completed renovations to units 1 and 2, and (2) presented further documentary evidence to the Rent Board (such as receipts, invoices, payments, etc.) verifying the Landlord's actual costs to renovate units 1 and 2. The Landlord must come back to the Board, once the renovations to units 1 and 2 are complete, with documentary evidence verifying the construction costs to improve units 1 and 2.

2. The Board reserves the right to adjust the base rent increases authorized for units 1 and 2 if the Landlord's construction costs are less than, or exceed, the anticipated $195,336 cost to renovate units 1 and 2.

3. The Landlord shall be required to submit a new application for a base rent increase if the Landlord's construction costs exceed 20% of the estimated $195,336 cost to renovate units 1 and 2.

Dated: May 14, 2024

Philip Mathieu, Chair
City of Portland Rent Board

Background

Dear Members of the Portland City Council:

The Rent Board submits to the Portland City Council its annual report as required by **City of Portland Code of Ordinance Chapter 6, Article XII, Sec. 6-263 (h)**, which states:

Sec. 6-263. *In addition to the jurisdiction conferred on it by other ordinances of the City and in accordance therewith, the Rent Board shall have the following jurisdiction and authority:*

(h) *To prepare an annual report on the state of the City's rental unit availability, which shall be presented to the City Council as part of a regularly-scheduled public hearing. This report shall include a summary of rents within each of the five (5) council wards. Such reporting may or may not be done in conjunction with similar reporting required of the City's Rental Housing Advisory Committee, as established by this Chapter;*

In the following pages the Board provides a summary of the following:

- Activities and significant events of the Board.
- Legal considerations that have impacted Board operations.
- Data regarding rental units within the city summarized in charts, tables, and graphs.

This report is intended to meet the ordinance requirement above, and to provide a factual summary of the Board's work since the Board was formed.

Respectfully submitted,

City of Portland Rent Board

Highlights

Total Units registered in 2023	**17,513**
Covered	11,048
Exempt	6,465

Down from 17,986 in 2022
Way up from 14,444 in 2021

Median rent of covered units (all)	$1,550
(with all $0 rents removed)	**$1,588**

Compare to $1,465* in 2022 (* different methodology)
and to $1,420** in 2021 (** average - not median)

In both previous years, the methodology included removing some data referred to as “outliers”, which this board did not continue to apply, so it is not advisable to draw conclusions about trend from this or to compare medians to averages, generally.

Median rent increase % (covered)	5.26%
(only those with an increase)	**6.99%**

Compare to the allowed percentage increase of 7%

Significant Board Activities and Events

During the 2024 Year the Board received 43 applications

Of the 43 applications to the Board

- 14 were approved
- 1 was denied
- 28 more were tabled for various reasons

City of Portland | Permitting and Inspections
Jessica Hanscombe, *Director*

TO: Housing & Economic Development Committee
CC: Rent Board
FROM: Jessica B. Hanscombe, Director of Permitting and Inspections
DATE: January 7, 2025
RE: Quarterly Rent Control Report- Q4-2024

Rent Control Report
Quarter 4 (10/1/2024-12/31/2024)

Rent Board

	Total # of Applications	Total # of Applications approved	Total # of Applications Denied	Total # of Applications Tabled
Rent Increases	16	7	1	8
Complaints	2	0	0	2
Other	0	0	0	0
Quarter 4 Total:	**18**	**7**	**1**	**10**
Year to date Total	***43***	***14***	***1***	***28***

Significant Board Activities and Events

In 2024, the city began the process of proactive enforcement and auditing of rental properties through the new Licensing and Housing Safety Division (LHSD)

- They have investigated 3911 units among 544 properties
  - This is roughly 22% of all the rental units in the city, and about 14% of rental properties (that's a pretty good first year!)

Rent Control Inspections

Type of Inspections	Total # Properties	Total # of units
Complaints (Potential violations reported to our office)	11	301
Audits (Proactive enforcement based on percentage that rent was increased)	27	545
Quality Control (proactive verification of data supplied to our office)	155	390
Quarter 4 Total:	**193**	**1236**
Year to date Total	***544***	***3,911***

Significant Board Activities and Events

The Board also proposed and implemented a few rules of procedure

- A formalization of the recusal process
- A procedure for ensuring public access and participation in application proceedings
- A “completeness check” methodology to ensure applicants are submitting complete materials before any application makes it to the public hearing phase (to reduce applications needing tabling)
    - This action carries on into 2025 as the Board adapts their application process to ensure applicants understand and anticipate Board expectations such that they can conduct more efficient review

Litigation and Legislation Relevant to the Rent Control Ordinance

- **PVA Ltd. Partnership v. City of Portland**: Some initial ruling has been made in the matter where PVA sued the City arguing that its properties fall under the rent control ordinance exemption for "[a]ccommodations where the amount of rent charged is either controlled or subsidized by a federal, state, or local government agency" because the Maine State Housing Authority controls the rent for a portion of the individual units at each property. PVA moved for summary judgment and the Cumberland County Superior Court (O'Neil, J.) denied the motion, holding that the ordinance uses the term "accommodations" to describe a specific type of "rental unit," rather than a whole property comprised of multiple units. In support of its conclusion, the Court reasoned that "accommodations" are an exempted subset of the "rental units" that the ordinance regulates. The Court also reasoned that allowing landlords to exempt their entire property from the City's ordinance by subjecting one unit to rent control by a different agency would defeat the purposes of the ordinance. The case is still pending at time of writing.

- **Rice v. Strimling**: This civil eviction trial concluded in a jury finding 8-1 in favor of the tenant, Strimling. The jury was charged with determining if the landlord, Rice, evicted Strimling as retaliation for his involvement in the Trelawny Tenants Union which has filed multiple complaints against Rice with the Rent Board since the Rent Control Ordinance was enacted.

- **Trelawny 657, LLC v. Portland**: The City issued a Notice of Violation, finding that the Landlord charged rent that exceeded limits established in the City's rent control ordinance. The Landlord appealed the City's Notice of Violation to the Superior Court. This case is still pending at time of writing.

Summarized Rental Unit Data - General Methodology

The Rent Board created the following summary and graphs based on an analysis of data obtained from the Licensing and Housing Safety Division (LHSD). The LHSD is tasked with maintaining the rental unit registration data for the City of Portland. This data is then entered into a database which is utilized for the Board's analysis. This report primary relies on two timestamps for rental reportings; 1) The Current Rent (November 2023) and 2) The Previous Rent (November 2022). For that reason, the data analysis in this report should be considered a representation of rental conditions through fall 2023, even though the report is dated 2024.

This sheet, containing the abridged and relevant data as well as the analysis done for this report, can be found at https://docs.google.com/spreadsheets/d/1CZ3FEDZ0BdqX8WABUHlfOkpmDRdwOQzYd_PddtjlR9s

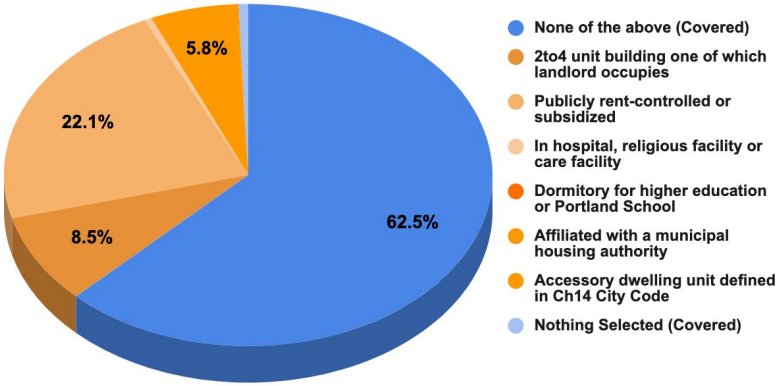
In the previous year, former Chair Mathieu produced a catalog which links each Parcel ID to a specific Ward (District) in the city. This list was used in combination with the LHSD data to identify the ward for each registered rental unit. There were 239 entries in the LHSD data which were not identifiable in the ward catalog. Fortunately, the vast majority of these (207) were at three properties. These and the rest all had easily an identifiable ward based on address. These 239 units with hand corrected ward information are indicated by **Blue** text in the ward column in the above referenced data sheet.

In previous years the Board has filtered the data sheet further, by omitting what were described as "outliers". This author finds that a significant number of what were considered outliers in those years may in fact be useful information, and so has declined to completely repeat that outlier process for this report. Furthermore, because median statistics are being reported, the few number of covered outliers has very little to no effect on those statistics.

The single circumstance of outliers which are removed from any analysis in this work are for non-reported or for $0 reported rent levels, in either the current or the previous year, especially in exempt units. Because of the large number of $0 rents reported, this does affect median statistics for exempt units, so statistics are reported with and without $0 rents factored in.

Summarized Rental Unit Data - Exempt vs. Covered

Registration Type	Count	Percent
None of the above	10937	62.45%
2to4 unit building one of which landlord occupies	1483	8.47%
Publicly rent-controlled or subsidized	3873	22.12%
In hospital, religious facility or care facility	84	0.48%
Dormitory for higher education or Portland School	2	0.01%
Affiliated with a municipal housing authority	1008	5.76%
Accessory dwelling unit defined in Ch14 City Code	15	0.09%
(Nothing Selected) **Considered Covered*	111	0.63%
Total	**17513**	**100.00%**
Exempt	**6465**	**36.92%**
Covered	**11048**	**63.08%**



A total of **17,513 units were registered** with the city for the 2024 registration year within the 3,924 unique licenses issued, for roughly 4.46 units/licence

11,048 (63.08%) units were covered

6,465 (36.92%) units were exempt

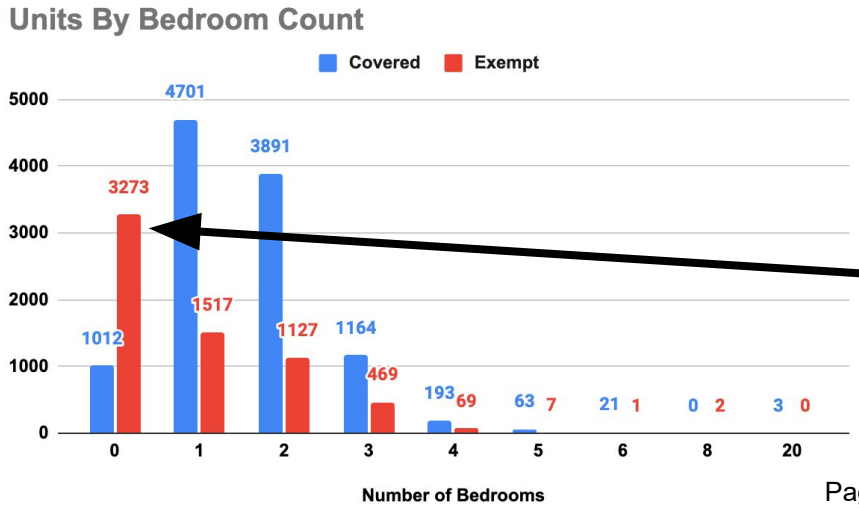
Summarized Rental Unit Data - Count Statistics

As expected, there tend to be more smaller apartments (0-2 bedroom) than larger (3+ bedrooms).

0-2 Bedroom units appear to represent almost 89% of all units in town.

Studios (0 bed) may be over represented here because most exempt units report 0, as they are not required to.

# of Bdrms	Covered		Exempt		Total	
0	1012	9.16%	3273	50.63%	4285	24.47%
1	4701	42.55%	1517	23.46%	6218	35.51%
2	3891	35.22%	1127	17.43%	5018	28.65%
3	1164	10.54%	469	7.25%	1633	9.32%
4	193	1.75%	69	1.07%	262	1.50%
5	63	0.57%	7	0.11%	70	0.40%
6	21	0.19%	1	0.02%	22	0.13%
8	0	0.00%	2	0.03%	2	0.01%
20	3	0.03%	0	0.00%	3	0.02%
Total	11048	100.00%	6465	100.00%	17513	100.00%



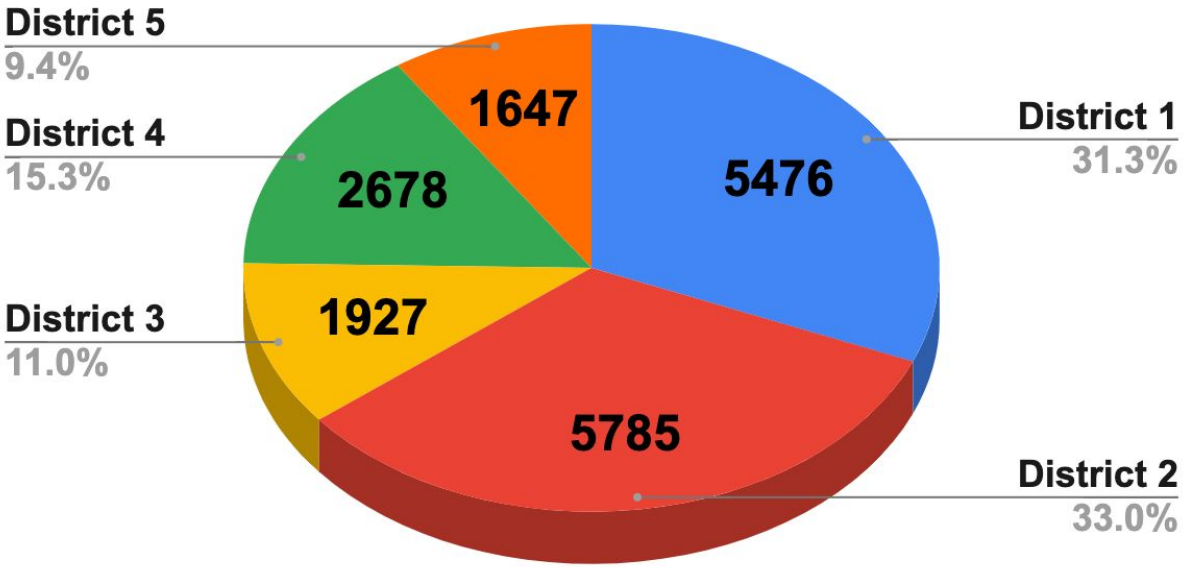
Note: The vast majority of exempt units reported 0 for both rent price and bedroom count, as they are not required to accurately report these.

This means that it is unlikely that the count of 3273 zero bedroom exempt units is accurate, and many of those are probably spread out among the other categories.

Summarized Rental Unit Data - Count Statistics

Around 64.3% of the units in town are in Districts 1 and 2

The Remaining 35.7% are off peninsula in Districts 3, 4, and 5

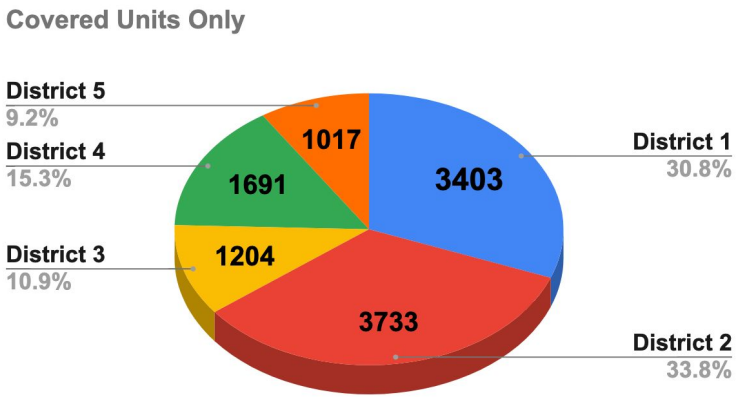


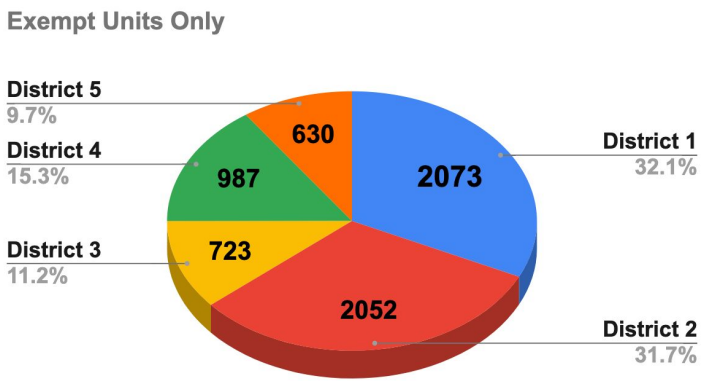
Summarized Rental Unit Data - Count Statistics

Around 64.3% of the units in town are in Districts 1 and 2

The Remaining 35.7% are off peninsula in Districts 3, 4, and 5

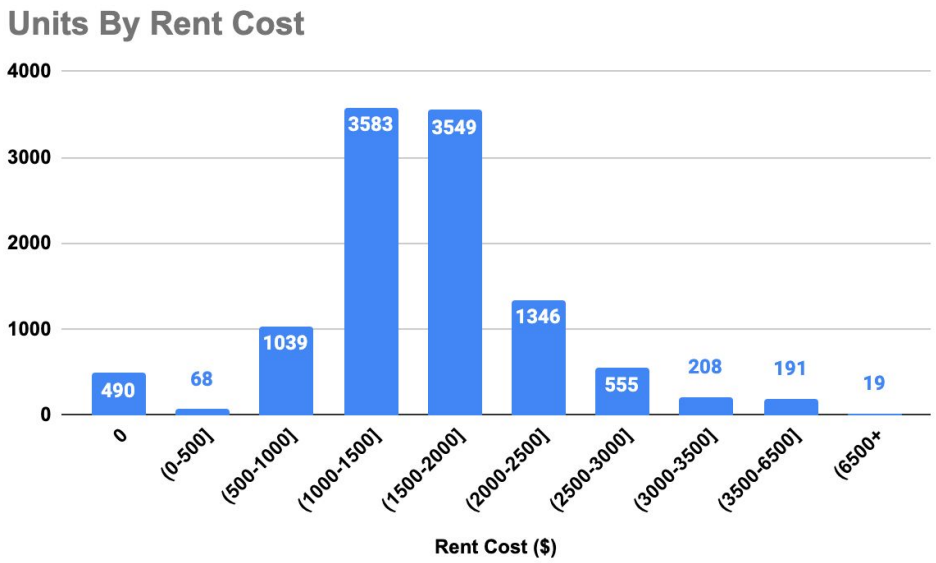
The ratios of covered versus exempt units appears to be the same across all Districts





Summarized Rental Unit Data - Count Statistics

	Covered	
Rent Cost $	**Count**	**Percent**
0	490	4.44%
(0-500]	68	0.62%
(500-1000]	1039	9.40%
(1000-1500]	3583	32.43%
(1500-2000]	3549	32.12%
(2000-2500]	1346	12.18%
(2500-3000]	555	5.02%
(3000-3500]	208	1.88%
(3500-6500]	191	1.73%
(6500+	19	0.17%
Totals	11048	100.00%



This shows the general distribution of covered rents in town

Summarized Rental Unit Data - Count Statistics

	Covered	
Rent Cost $	**Count**	**Percent**
0	490	4.44%
(0-500]	68	0.62%
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(1500-2000]	3549	32.12%
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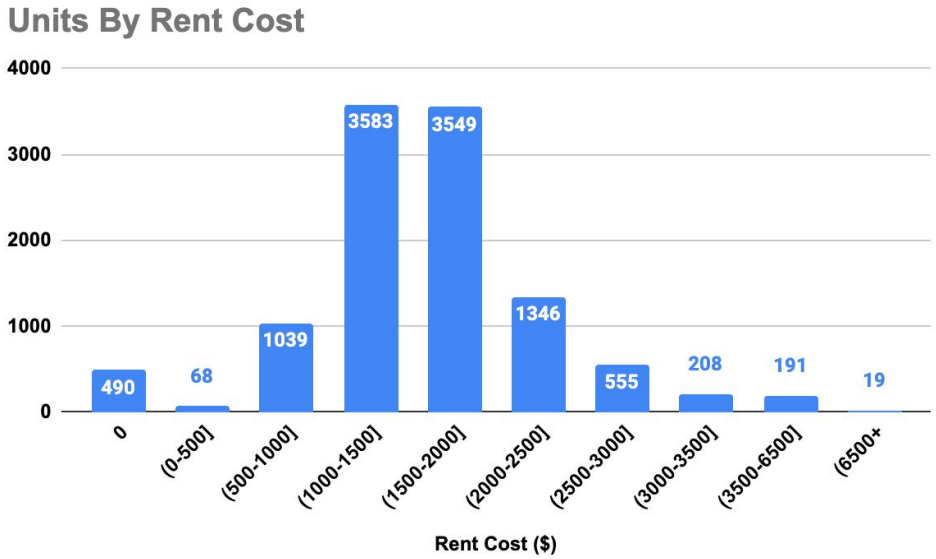
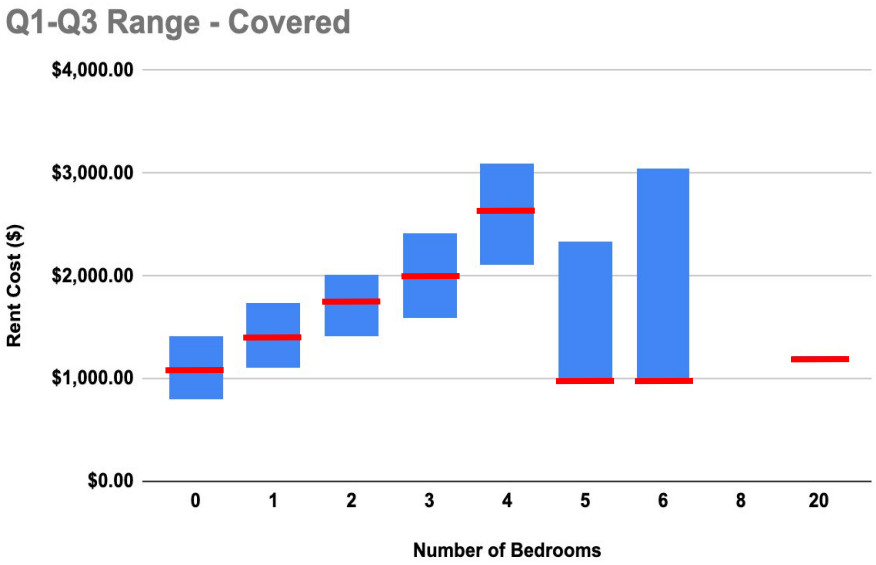
(2500-3000]	555	5.02%
(3000-3500]	208	1.88%
(3500-6500]	191	1.73%
(6500+	19	0.17%
Totals	11048	100.00%

It may be concerning that almost 5% of covered units in town still report a $0 rent



This shows the general distribution of covered rents in town

Summarized Rental Unit Data - Median Rent Statistics

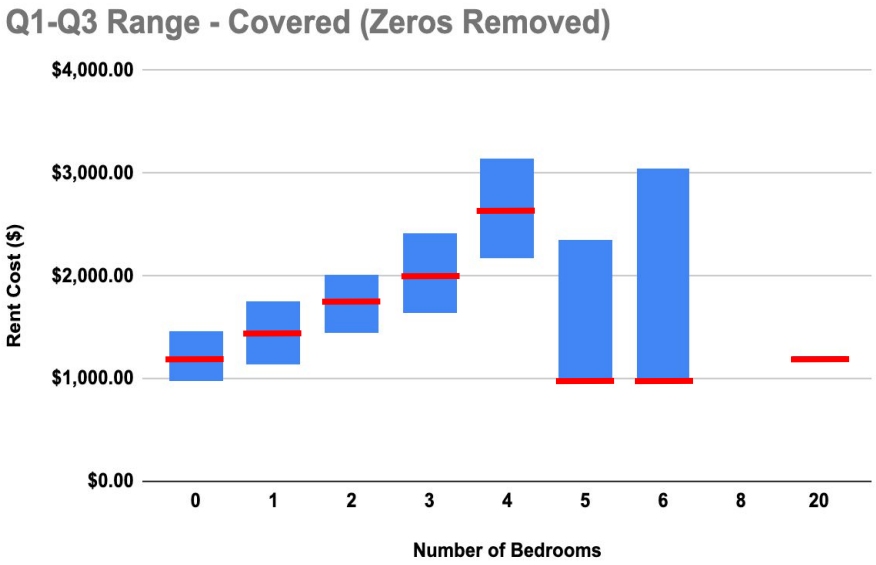


Median (Covered)	N	# of Bdrms
$1,118.00	1012	0
$1,400.00	4701	1
$1,695.00	3891	2
$2,000.00	1164	3
$2,640.00	193	4
$1,000.00	63	5
$1,000.00	21	6
#N/A	0	8
$1,200.00	3	20
$1,550.00	11048	All

Covered unit stats seem reasonable (except 5+ bedroom which are probably mislabelled, and the 20 bedroom units which are probably only 2 bedrooms)

When even the 490 $0 rents are included, **the median rent is $1550**

Summarized Rental Unit Data - Median Rent Statistics - $0 Rents Removed



Median (Covered)	N	# of Bdrms
$1,200.00	831	0
$1,425.00	4548	1
$1,700.00	3773	2
$2,010.00	1135	3
$2,687.00	185	4
$1,000.00	62	5
$1,000.00	21	6
#N/A	0	8
$1,200.00	3	20
$1,588.00	10558	All

Covered stats are unmoved when $0 rents are removed, leading to confidence the full covered set is representative.

When $0 rents are removed, **the median rent is $1588**

Summarized Rental Unit Data - Median Rent Statistics - By District

Covered Units Only with $0 Rent removed

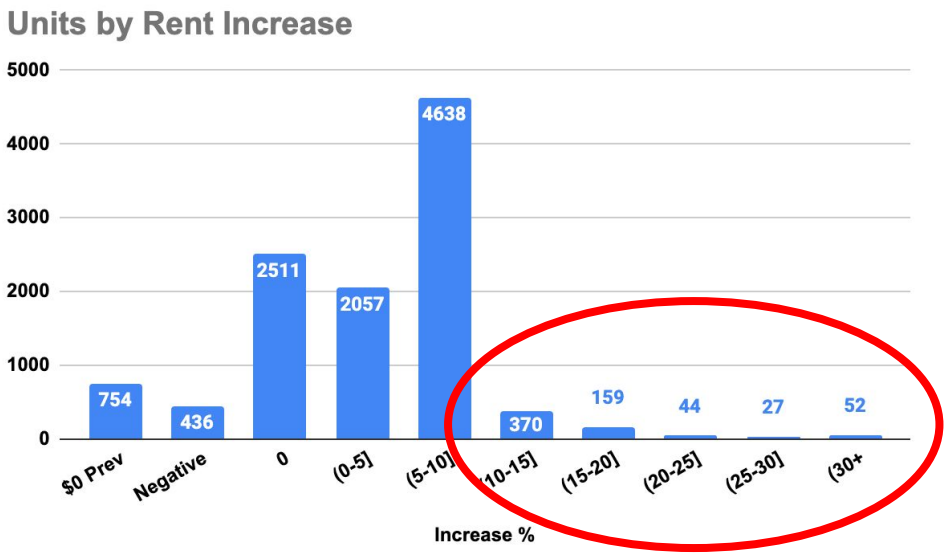
Deep Green - Most Affordable

Deep Red - Least Affordable

# of Bdrms	All Wards	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5
0	$1,200.00	$1,289.00	$1,094.50	$1,358.50	$1,161.00	$1,490.00
1	$1,425.00	$1,567.00	$1,372.93	$1,350.00	$1,425.00	$1,175.00
2	$1,700.00	$1,875.00	$1,710.00	$1,620.00	$1,757.00	$1,540.00
3	$2,010.00	$2,190.00	$2,016.50	$2,000.00	$1,954.00	$1,900.00
4	$2,687.00	$3,000.00	$2,500.00	$2,519.00	$3,000.00	$2,595.50
5	$1,000.00	$4,700.00	$4,892.90	$2,346.50	$1,000.00	$1,000.00
6	$1,000.00	$1,575.00	$4,995.74	$3,300.00	#N/A	$1,000.00
8	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
20	$1,200.00	#N/A	#N/A	$1,200.00	#N/A	#N/A
All	**$1,588.00**	$1,654.00	$1,495.00	$1,600.00	$1,710.00	$1,502.00

Summarized Rental Unit Data - Rent Increase Statistics

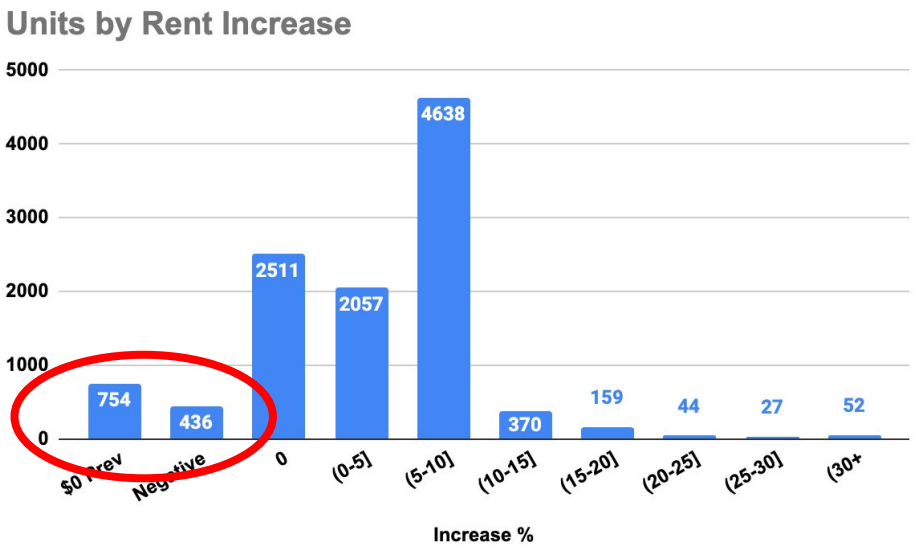
The majority of rent increases fall under the 10% cap, however almost **6% of covered units report increases above this cap**. These are either registration errors or violations



	Covered	
Increase %	**Count**	**Percent**
$0 Prev	754	6.82%
Negative	436	3.95%
0	2511	22.73%
(0-5]	2057	18.62%
(5-10]	4638	41.98%
(10-15]	370	3.35%
(15-20]	159	1.44%
(20-25]	44	0.40%
(25-30]	27	0.24%
(30+	52	0.47%
Totals	11048	100.00%

Summarized Rental Unit Data - Rent Increase Statistics

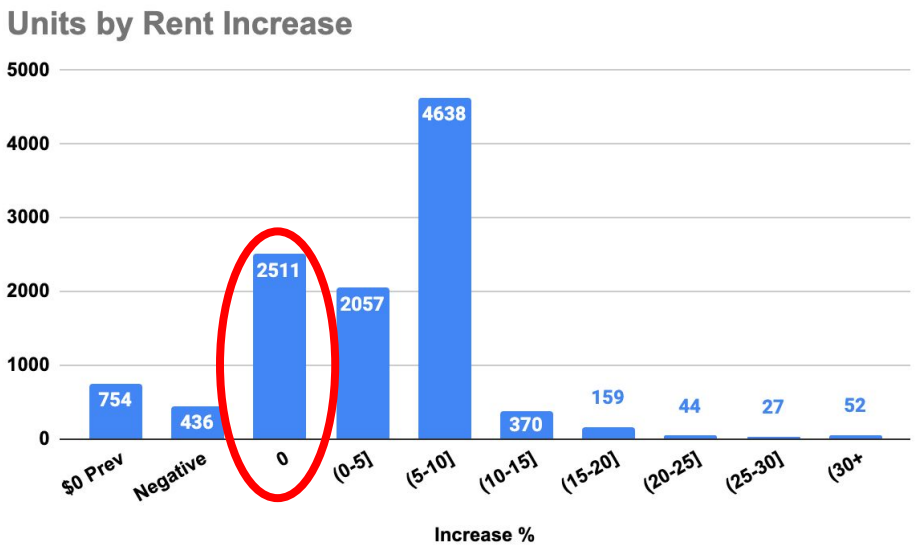
Additionally, **about 11% of covered units report either a $0 previous rent or a negative rent increase**. Some may be brand new units, however the majority appear to be registration errors.



	Covered	
Increase %	**Count**	**Percent**
$0 Prev	754	6.82%
Negative	436	3.95%
0	2511	22.73%
(0-5]	2057	18.62%
(5-10]	4638	41.98%
(10-15]	370	3.35%
(15-20]	159	1.44%
(20-25]	44	0.40%
(25-30]	27	0.24%
(30+	52	0.47%
Totals	11048	100.00%

Summarized Rental Unit Data - Rent Increase Statistics

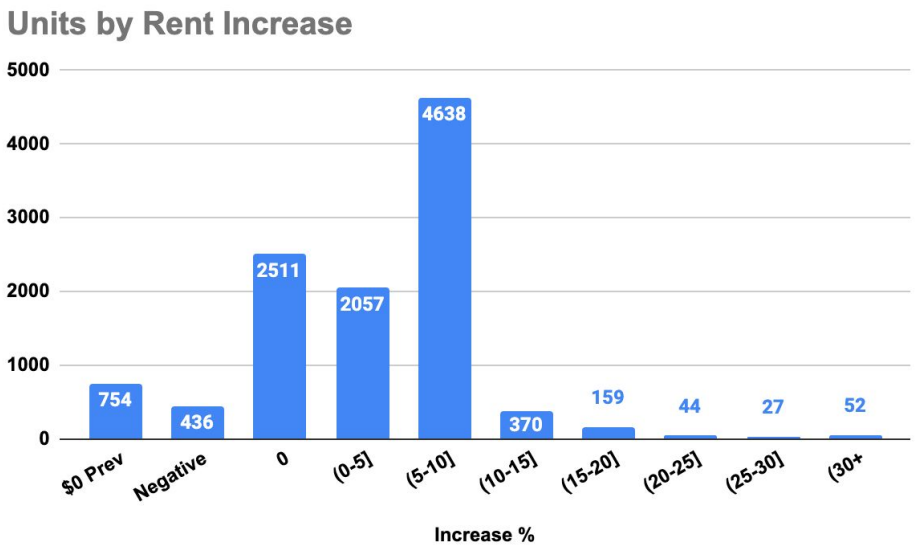
Finally, **almost one quarter of the units in town report no rent increase**. While this would be great, it should be considered with skepticism as it may also represent registration error.



	Covered	
Increase %	**Count**	**Percent**
$0 Prev	754	6.82%
Negative	436	3.95%
0	2511	22.73%
(0-5]	2057	18.62%
(5-10]	4638	41.98%
(10-15]	370	3.35%
(15-20]	159	1.44%
(20-25]	44	0.40%
(25-30]	27	0.24%
(30+	52	0.47%
Totals	11048	100.00%

Summarized Rental Unit Data - Rent Increase Statistics

We can't get the median rent increases without first removing the units that had $0 previous rents (we'd divide by zero)

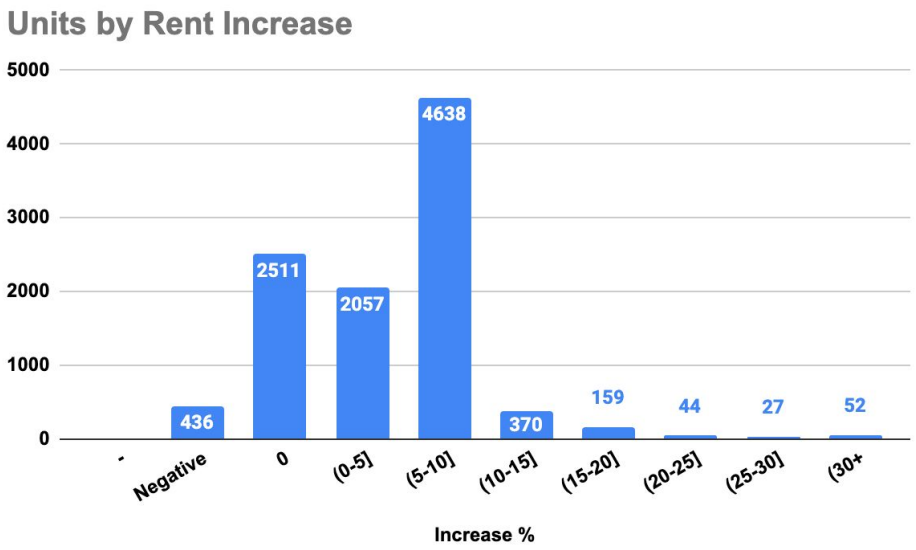


	Covered	
Increase %	**Count**	**Percent**
$0 Prev	754	6.82%
Negative	436	3.95%
0	2511	22.73%
(0-5]	2057	18.62%
(5-10]	4638	41.98%
(10-15]	370	3.35%
(15-20]	159	1.44%
(20-25]	44	0.40%
(25-30]	27	0.24%
(30+	52	0.47%
Totals	11048	100.00%

Summarized Rental Unit Data - Rent Increase Statistics

When we take out those $0 previous rents we find…

Covered Median Rent Increase - **5.26%**

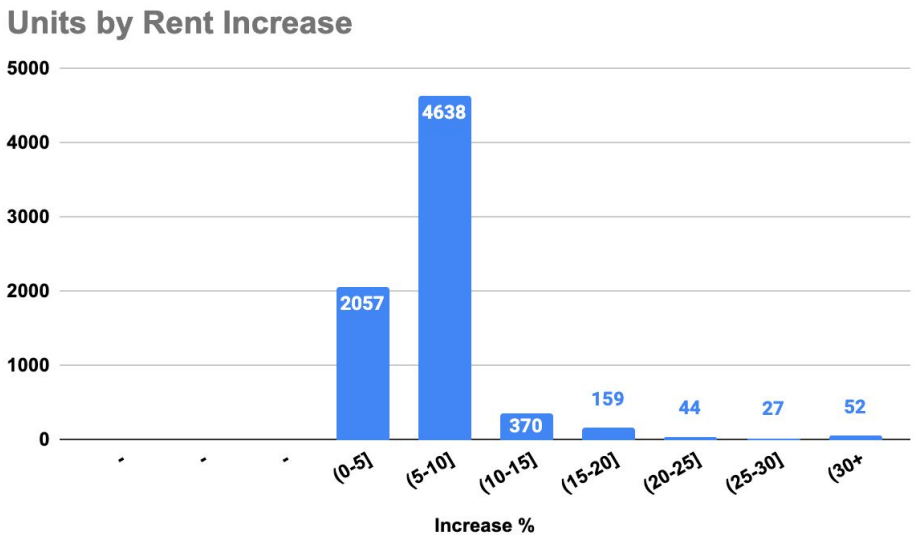


	Covered	
Increase %	**Count**	**Percent**
-		
Negative	436	4.24%
0	2511	24.39%
(0-5]	2057	19.98%
(5-10]	4638	45.06%
(10-15]	370	3.59%
(15-20]	159	1.54%
(20-25]	44	0.43%
(25-30]	27	0.26%
(30+	52	0.51%
Totals	10294	100.00%

Summarized Rental Unit Data - Rent Increase Statistics

When we look at only units with a rent increase…

Covered Median Rent Increase - **6.99%**



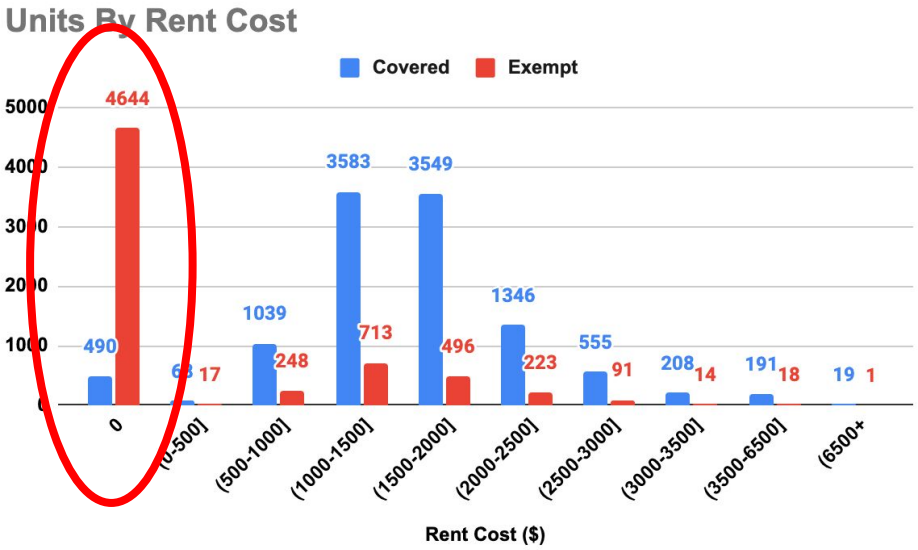
	Covered	
Increase %	**Count**	**Percent**
-		
-		
-		
(0-5]	2057	28.00%
(5-10]	4638	63.13%
(10-15]	370	5.04%
(15-20]	159	2.16%
(20-25]	44	0.60%
(25-30]	27	0.37%
(30+	52	0.71%
Totals	7347	100.00%

This is a pretty remarkable result -

2023 AIP was 7%, this is either an amazing coincidence or evidence of compliance

Recommendations

- Statistics on Exempt units are not useful, due to the majority of units being reported as $0 rent.
  - **Require Exempt units to report the same as Covered units**



Recommendations

- An unreasonable number of units self report non compliance
  - **All registrations reporting non compliance should not be considered registered.** And should be subject to the same deadlines and penalties until compliance is achieved or the reporting is accurate

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(10-15]	370	3.35%
(15-20]	159	1.44%
(20-25]	44	0.40%
(25-30]	27	0.24%
(30+	52	0.47%
Totals	11048	100.00%

At a minimum, more than ⅛ of all covered units in town have non compliant rents, or are improperly registered

Recommendations

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(30+	52	0.47%
Totals	11048	100.00%

At a minimum, more than ⅛ of all covered units in town have non compliant rents, or are improperly registered

Another ¼ of those units report no rent increase, and suspect. LHSD should assume that true and hold the registrants to that for subsequent years, until audited to verify

Recommendations

- **The city should prepare Rental History Cards for every unit**
  - After registration, all registered units should have that postcard send to the tenant so that they are aware of what is reported and can contest that information if it is inaccurate. An example is provided below.

389 Congress #404					
	Rent	Bank	Total	Increases	
June2020	$1,000.00	$0.00	$1,000.00		
					2020 turnover
					2021 turnover
Nov 2021	$1,000.00	$0.00	$1,000.00		
				$50.00	2022 turnover
				$43.00	2022 CPI @ 4.3%
				$51.30	2022 TRRA
Nov 2022	$1,100.00	$44.30	$1,144.30		
					2023 turnover
				$77.00	2023 CPI @ 7%
Nov 2023	$1,210.00	$11.30	$1,221.30		
					2024 turnover
				$24.20	2024 CPI @ 2%
Nov 2024	$1,245.50	$0.00	$1,245.50		
				$50.00	2025 turnover
				$31.14	2025 CPI @ 2.5%
Nov 2025	TBD	TBD	$1,326.64		

Similar to the cards sent out near election time

Will also help landlords understand how and why they can increase rent, as well as how much banked rent they still have remaining

After units are audited and information is verified would be a great time to prepare these (I would not use previous years' registration info to do so)

Recommendations - Repeated from 2023 Report

In the 2023 report similar things were suggested. That is repeated here for context

Recommendations

The Rent Board does not have a direct role in rental registration or ordinance enforcement. However, the Rent Board does rely on data produced by HSO in order to understand the conditions of the rental market and produce a report for the City Council. In the spirit of open collaboration, the Rent Board suggests the following strategies that could help to address some of the uncertainty in rental registration data moving forward:

1. Offer a public-facing "rental history card" that includes the rent history, reasons for increases, and banked rent amounts. This could facilitate both better tracking of compliance and easier recordkeeping for the registrant.
2. Collect reasons for rent increases applied. For example, provide a checkbox for 5% turnover increase, or an open field for AIP amounts. If possible, programmatically suggest allowed amounts and provide input validation that checks for compliance. This would help the Rent Board better understand what types of rental increases are occurring, assist registrants in confirming their own compliance, and assist staff in identifying registrations that may require follow-up.
3. Configure the registration system to disallow or require an explanation for $0 rents or rents below a certain threshold. This would help to identify which units genuinely have $0 rents and which units may be reporting $0 erroneously or because they are exempt and do not wish to report another amount.
4. Configure the registration system to disallow or require an explanation for increases in excess of 10%. This would help eliminate typos (such as the unit that reported $16001600 rent this year) and flag issues of genuine non-compliance.
5. Configure the registration system to prepopulate or otherwise assist the registrant in confirming previously-registered base rent amounts. This could eliminate human error resulting in recorded changes to base rent, and assist in recordkeeping for the registrant, particularly in the case of changes in ownership.
6. Provide a digital calculator, preferably as part of the registration system, that automatically calculates allowed increases based on prior registration information and/or manual entry. This could reduce the burden on staff to deal with "How much can I increase rent?" questions.