RENT BOARD

August 26, 2026
5:00 PM

ZOOM INFORMATION:

Join from PC, Mac, iPad, or Android:
https://portlandmaine-gov.zoom.us/j/85205631634?pwd=nsqaWrLj07XiaOf7K2AwaXRIP9L7u1.1
Passcode:068783

Phone one-tap:
+13092053325,,85205631634#,,,,*068783# US
+13126266799,,85205631634#,,,,*068783# 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)
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+1 305 224 1968 US
+1 689 278 1000 US
+1 719 359 4580 US
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+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
+1 669 900 6833 US (San Jose)
Webinar ID: 852 0563 1634
Passcode: 068783
International numbers available: https://portlandmaine-gov.zoom.us/u/kcty8TKeSX

II. ROLL CALL:

III. APPROVAL OF MINUTES

a. June 24, 2026 Minutes

IV. COMMUNICATIONS:

Please note: Written public comment must be received via email (rentboard@portlandmaine.gov) by 12pm the day before the scheduled meeting. The subject line needs to read "Written Public Comment"

a. Rent Control Report Q2-2026

V. UNFINISHED BUSINESS:

a. Election of Vice Chair

b. Rent Increase Application - Public Comment
Owner: West Bayside Partners LLC, 511 Congress St, Ste 601, Portland, ME 04101
Representative: P.J. Massey, 511 Congress St, Ste 601, Portland, ME 04101
Address: 132 Marginal Way, all 196 units
CBL: 442-A-001-001
Type of Increase: Increased Housing Service Costs

VI. New Business

a. Rent Increase Application - Completeness Check
Owner: 56&58 Federal LLC, 104 East St, Carlisle MA 01741
Address: 56 Federal St, Unit 56-2
CBL: 020-D-009-001

b. Rent Increase Application - Completeness Check
Owner: Jacques Kubwimana, 2040 Ludlow St, Portland, ME 04102
Address: 1303 Forest Ave, Units A and B
CBL: 292-A-004-001

c. Rent Increase Application - Completeness Check
Owner: Spencer Stone & Andrea Stone, 24 Rowe Ave Apt 2, Portland, ME

04102
Address: 24 Rowe Ave, both units
CBL: 260-C-003-001

d. Rent Board Annual Report Update

VII. Adjourn

Remote Rent Board Meeting Minutes - Held Via Zoom

Wednesday, June 24, 2026

II. Roll Call - 0:07:09

Matthew Lax, Tenant, District 1 - Chair
James “Gordon” Platt, Landlord, District 2 - Absent
Christopher “Buddy” Moore, Tenant, District 3
Jonas Burke, Landlord, District 4
Vacant, District 5
Anne-Laure Razat, Tenant, At-Large - Vice Chair - Absent at the time of roll call, joined at 1:56:11
Kristen Carreras, Landlord, At-Large

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

III. Approval of Minutes - 0:07:32

a. May 27, 2026 Minutes

0:08:03 - Kristen Carreras moves to approve the May 27, 2026 minutes. Seconded by Jonas Burke. (4-0; Platt and Razat absent) The motion passes.

IV. Communications - 0:08:37

No public comment received.

V. Unfinished Business - 0:09:12

a. **Rent Increase Application - Public Comment** - 0:09:16
Owner: Wilbur Cheever, 38 William St, Portland, ME 04103
Address: 72 William St, all 3 units
CBL: 117-C-019-001

0:15:11 - The applicant, Will Cheever, presents the application.

0:28:47 - Kristen Carreras moves to close public hearing. Seconded by Christopher “Buddy” Moore. (4-0; Platt and Razat absent) The motion passes.

0:57:52 - Kristen Carreras moves to recategorize owner labor as management services, given the communication received and the description of the services from the landlord. Seconded by Jonas Burke.

1:06:18 - Kristen Carreras withdraws previous motion.

1:08:26 - Kristen Carreras moves to find that as a general rule, a 10% cap on owner-performed management services is based on the most common figure which commercial management companies use. There is no second.

1:12:35 - Matthew Lax moves the owner-performed labor in both Base Year and Current Year to the manager/management services category, based on the description of what the labor was provided by the applicant. To cap those amounts of what is now owner-performed management at 10% of the gross rental income for the year based on previous contracts and other evidence that we've seen in other proceedings. Seconded by Jonas Burke. (4-0; Platt and Razat absent) The motion passes.

1:27:01 - Matthew Lax moves to find that 72 William Street, unit 1, the rent was kept exceptionally low even in comparison to the Boston Metro CPI change, and to increase the Base Year income to $1,178.52 based on the Boston Metro CPI change from November 2008 to November 2019. Seconded by Jonas Burke. (4-0; Platt and Razat absent) The motion passes.

1:43:27 - Christopher "Buddy" Moore moves to table the application for 72 William Street to the next regularly scheduled meeting, with the request to be provided rental amounts by the landlord that are validated by the city, as well as the remaining Banked Rent for each unit. Seconded by Jonas Burke. (4-0; Platt and Razat absent) The motion passes.

b. Rent Increase Application - Public Comment - 1:47:09
Owner: Wilbur Cheever, 38 William St, Portland, ME 04103
Address: 76 William St, all 3 units
CBL: 117-C-017-001

1:47:43 - The applicant, Will Cheever, presents the application.

1:52:00 - A tenant of the property, Aimee Lafreniere, speaks as an Objector.

1:56:11 - Anne-Laure Razat joins the meeting.

2:01:12 - Kristen Carreras moves to close public comment. Seconded by Matthew Lax. (5-0; Platt absent) The motion passes.

2:17:53 - Anne-Laure Razat moves to table 76 William Street to the next regularly scheduled Rent Board. Seconded by Kristen Carreras. (5-0; Platt absent) The motion passes.

2:19:56 through 2:25:54 - The Board takes a recess.

c. **Rent Increase Application - Public Comment** - 2:26:06
Owner: Meloon George H Inc, 963 Washington Ave, Portland, ME 04103
Representative: Jeremy Hutchings, 1888 Gray Ct, Garnerville, NV 89410
Address: 963 Washington Ave, all 4 units
CBL: 171-A-011-001

2:27:17 - The applicant, Jeremy Hutchings, presents.

2:34:56 - A tenant of the property, April Bolstridge, speaks as an Objector.

3:06:35 - Kristen Carreras moves to close public comment. Seconded by Anne-Laure Razat. (5-0, Platt absent) The motion passes.

3:48:57 - Kristen Carreras moves to accept Base Year adjustment for units 1 and 4, as they did not follow the CPI increase. Seconded by Matthew Lax. (3-2; Razat and Moore vote no, Platt absent) The motion fails.

3:50:32 - Matthew Lax amends previous motion to include the exceptional circumstances created by the slow shut down of the business that allowed rent increases to be slower than the rate of inflation. Seconded by Kristen Carreras. (3-2; Razat and Moore vote no, Platt absent) The motion fails.

4:16:20 - Matthew Lax moves to strike the water expense from the Current Year expenses as there is not an expense provided for it in the Base Year. Seconded by Christopher "Buddy" Moore. (5-0; Platt absent) The motion passes.

4:34:26 - Kristen Carreras moves to deny increase for 963 Washington units 1, 2, & 4 rent increase cannot be realized due to the existence of Banked Rent and approves 963 Washington unit 3 for $13.19. Seconded by Matthew Lax. (5-0; Platt absent) The motion passes.

4:40:28 - Anne-Laure Razat moves to suspend rules to continue and table agenda items V.d., VI.a., VI.b. to a special meeting. Seconded by Kristen Carreras. (4-1; Lax votes no, Platt absent) The motion passes.

d. **Election of Vice Chair**

See 4:40:28

VI. New Business

a. **Rent Increase Application - Conditional Approval**
   Owner: GOODDEEDS9922 LLC
   Address: 23 Pembroke St, all 3 units
   CBL: 428-B-006-001

See 4:40:28

b. **Rent Increase Application - Completeness Review**
   Owner: Stacy Salvo, 7 Hilltop Trl, Falmouth, ME 04105
   Address: 22 South Grafton St, both units
   CBL: 169-D-054-001

See 4:40:28

c. **Schedule Special Meeting** - 4:43:49

4:44:08 - Matthew Lax moves to schedule a special meeting for July 8, 2026 at 6:00 pm. Seconded by Kristen Carreras. (5-0; Platt absent) The motion passes.

d. **Rent Board Annual Report Discussion** - 4:46:05

No motions made or votes received.

e. **Maintenance of Net Operating Income Application - Subcommittee Update -** 4:47:54

5:01:29 - Matthew Lax moves to change subcommittee to Kristen Carreras and Christopher "Buddy" Moore, and schedule workshop for August 19, 2026 at 6:00 pm. Seconded by Kristen Carreras. (5-0; Platt absent) The motion passes.

VII. Adjourn - 5:05:49

5:05:49 - Kristen Carreras moves to adjourn. Seconded by Anne-Laure Razat. (5-0; Platt absent) The motion passes.

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

TO: Housing & Economic Development Committee
CC: Rent Board
FROM: Jessica B. Quattropani, Director of Permitting and Inspections
DATE: July 8, 2026
RE: Quarterly Rent Control Report- Q2-2026

Rent Control Report
Quarter 2 (4/1/2026-6/30/2026)

2026 Licensed Long-Term Rental Units:

	Registered	Partially Registered	Unregistered
As of 6/30/2026	19,954	105	28

Rent Board

	Total # of Applications	Total # of Applications approved	Total # of Applications Denied	Total # of Applications Tabled
Rent Increases	7	2	0	5
Complaints	1	0	1	0
Other	0	0	0	0
Quarter 2 Total:	**8**	**2**	**1**	**5**
Year to date Total	***18***	***6***	***3***	***9***

Rent Control Inspections

Type of Inspections	Total # Properties	Total # of units
Complaints (Potential violations reported to our office)	*22	262
Audits (Proactive enforcement based on percentage that rent was increased)	232	989
Quality Control (proactive verification of data supplied to our office)	70	430
License Reviews (review rental information in new license applications)	110	298
Quarter 2 Total:	**434**	**1,979**
Year to date Total	***936***	***7,426***

<u>*Breakdown of Complaints by property:</u>

	Founded Complaints *Violation exists	Unfounded Complaints #no violation	In Progress *Actively investigating
Quarter 2 Total	4	2	16
Year to Date Total	12	4	18

<u>#Unfounded Complaint Breakdown:</u>

- Dispute over return of security deposit - referred tenant to Pine Tree Legal.
- Complaint of landlord entering property w/o proper notice - referred tenant to Pine Tree Legal.

<u>Rent History Report Requests:</u>

	Total # of Requests
Quarter 2 Total	58
Year to Date Total	*123*

City of Portland – Housing Safety Division

LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing

Wednesday, July 22, 2026 - Tabled to August 26, 2026

Owner Name and Address

West Bayside Partners LLC

511 Congress St, Suite 601

Portland, ME 04101

Agent Name and Address

P.J. Massey, 511 Congress St, Suite 601, Portland, ME 04101

Property Address

132 Marginal Way, all 196 units

CBL

442-A-001-001

Tenants/Interested Parties

Yes

Type of Request

	Renovation of a unit or reconfiguration of one or more units (6-233(c))
	Capital Improvement Costs, including financing costs (6-234(b)(5)(a))
	Uninsured repair costs (6-234(b)(5)(d))
X	Increased housing service costs (6-234(b)(5)(c))
	Fair Rate of Return (6-234(b)(5)(d))

City of portland

Dylan Orr <dorr@portlandmaine.gov>

Fwd: Recent loss of AC at the Linden during heat wave

'Portland Tenants Union' via Rent Board <rentboard@portlandmaine.gov> Tue, Jul 21, 2026 at 8:52 PM
Reply-To: Portland Tenants Union <info@portlandtenantsunion.org>
To: rentboard@portlandmaine.gov

Hello,

Please consider the forwarded letter as public comment from the Portland Tenants Union regarding the landlord application by West Bayside Partners LLC for rent increase scheduled to be reviewed at tomorrow's meeting. This letter was sent on behalf of tenants at the Linden on July 14th. No response has been received. We do not believe that increases should be awarded for increased housing service costs when tenants have been experiencing loss of the services that they are entitled to.

Thank you,
Portland Tenants Union

---------- Forwarded message ---------
From: **Portland Tenants Union** <info@portlandtenantsunion.org>
Date: Tue, Jul 14, 2026 at 2:09 PM
Subject: Recent loss of AC at the Linden during heat wave
To: <admin@portproperty.com>
Cc: <coveside@portproperty.com>

PORTLAND ESTD 2024 TENANTS UNION

Dear Port Property,

A number of your tenants have reached out to us regarding the loss of central cooling and elevator service at The Linden during the extreme heat event during the July 4th holiday weekend. A heat wave which included, to quote one of your communications, "record breaking heat."

While we are relieved that we have not heard about any serious health or safety effects from this interruption of services, many tenants have complained about extreme discomfort and their inability to work remotely from their apartments, with some needing to find accommodations elsewhere.

To say that we are disappointed that the primary accommodation offered to tenants was permission to purchase and operate their own portable or window air conditioning units at their own expense, would be an understatement. Many residents did not already own such equipment, and purchasing one during a regional heat wave represented a significant unexpected expense (if they could even find one). Moreover, with the building's only elevator out of service and the leasing office closed during much of the outage, obtaining and transporting such units to upper-floor apartments was impractical for many residents.

We were also disappointed by the lack of meaningful communication regarding the expected duration of the outage. While we appreciate that complex mechanical failures can make precise timelines difficult, residents were never provided with an estimated restoration window or sufficient information to make informed decisions about whether they should remain in their apartments, seek accommodations elsewhere, or make alternate arrangements for work and daily living.

Our purpose in writing is simply to ask that you now offer your tenants some kind of compensation for what they experienced and to cover any additional costs they may have incurred. We respectfully request that Port Property provide a credit of $150 to every household in The Linden in recognition of the loss of services and inconvenience experienced during the outage. This equals less than 10% of the average monthly rent per unit.

We recognize that unforeseen equipment failures can occur and appreciate the efforts of your maintenance staff and outside contractors to restore service under difficult circumstances. Our request is not based on an allegation that Port Property failed to make reasonable repair efforts. Rather, it reflects the reality that residents experienced a significant, multi-day loss of services for which they continued to pay full rent.

Thank you for your consideration. We would appreciate your response within the next couple of days so we can notify those who have expressed concern about this issue of your answer. We hope this can be resolved quickly and fairly.

Sincerely,

Portland Tenant's Union (PTU)
Tenant Council

PTU's power comes from our members. Please join up at portlandtenantsunion.org or make a donation to support our fight for tenant rights at https://secure.actblue.com/donate/ptumembership.

City of Portland – Housing Safety Division

LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing

Wednesday, August 26, 2026

Owner Name and Address

56&58 Federal LLC

104 East St

Carlisle, MA 01741

Property Address

56 Federal St, Unit 56-2

CBL

020-D-009-001

Tenants/Interested Parties

Yes

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: 56-Federal St. Portland ME

Parcel Numbers(s): Chart 2D. Block D, Lot 9

Year Property Purchased by Current Owner: 2024

Total Number of Units on the Property: 6

Total Number of Units Affected by Proposed Rent Increase: 1 #56-2

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

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

Section 1. Landlord Information

Name: 56&58 Federal LLC

Phone(s): 8604604515

Business Address: 104 East St.

City, State, Zip: Carlisle, MA 01741

Business E-mail: 5658federalllc@gmail.com

Section 2. Agent Information (if applicable)

Name: ______

Phone(s): ______

Business Address: ______

City, State, Zip: ______

Business E-mail: ______

Section 3. 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	☑ for hot water	☑	☐
Electricity	☒ for laundry	☑	☐
Water	☑ & hot water	☐	☐
Sewer	☑	☐	☐
Garbage	☐	☑	☐
Other:	☑ snow removal	☐	☐

2

Section 4. 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.

hot water is provided by Landlord to the whole building, Washer and dryer are free to use for tenants

Water and Sewer are paid by owner

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

3

Section 5. 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)

Section 6. 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 19, 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 18 of this Application.

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Section 7. Income Worksheet

	Base Year (2019)[1]	Current Year (2025)
Rental Income		
1. Gross scheduled rental income (total for the calendar year) including uncollected rent.	$ 1170x12= 14040	$ 1405 x12 = 16860
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	**$** 14040	**$** 16860
(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.

Section 8. Operating Expense Worksheet

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

	Base Year (2019)	Current Year (2025)
1. Assessments	$	$
2. Real Property Taxes	$ 11107.22/6 = 1851.20	$ 18119.95/6 = 3019.99
3. License Tax/Fee	$	$
4. Rent Board Registration Fees	$	$
5. Insurance	$	$
6. Accounting	$	$
7. Legal (explain types of legal expenses)	$	$
8. Manager /Management Services	$	$
9. Security	$	$
10. Office Supplies	$	$
12. Normal Repairs	$	$
13. Owner-Performed Labor	$	$ 800.00
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 10, 11 and 12 column (i))	$	$ 149.88
24. Vandalism Repairs	$	$
25. Uninsured Damages	$	$
27. TOTAL OPERATING EXPENSES	**$** 1851.20	**$** 3969.87

Section 9. 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 11, 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

Section 10. 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.

Section 11. Interest Allowance on Capital Improvements

If an amount was reported as an amortized portion of expenses on Section 11, 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)]: $ ___________

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
1	New Dishwasher	1	$ 399.99	5.88%	5	$ 62.65	$ 462.44	$ 92.53	$ 7.71	$ 7.71
2	New Washer and Dryer	6	$ 1487.72	5.88%	5	$ 233.01	$ 1720.73	$ 344.15	$ 28.68	$ 4.78
			$	%		$	$	$	$	$
			$	%		$	$	$	$	$
			$	%		$	$	$	$	$
			$	%		$	$	$	$	$

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

Total for Current Year [add amounts in column (d)]: $ 399.99 + (1487.72/6 = 247.95) → 647.94

Annual Cost for Current Year [add amounts in column (i)]: $ 92.53 + (344.15/6 = 57.36) → 149.89

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Section 12. Blank Worksheet (Optional – Available for Petitioner Use)

Section 13. 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

Owner Performed Labor – Current Year

Date	Hours	Hourly Rate	Units Impacted	Type of Work
03/01/2025	2	$100.00	1	56-2 dishwasher installation/replacement
03/21/2025	2	$75.00	1	56-2 wall/ceiling repair
07/04/2025	6	$75.00	1	56-2 interior painting

Section 14. 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)]: $ _______________

Section 15. Net Operating Income (NOI)

Net Operating Income = Income – Operating Expenses

	Base Year (2019)	Current Year (2025)
1. Total Annual Income	$ 14040.00	$ 16860.00
2. Annual Operating Expenses	$ 1851.20	$ 3969.87
3. Net Annual Operating Income	$ 12188.80	$ 12890.13
4. CPI [Annual Average CPI]	281.082	346.889

5. Percent Annual Increase in CPI Base Year to Current Year — 23.412 %

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

6. Fair Net Annual Operating Income = Base Year Net Operating Income Adjusted by CPI Increase — $ 15042.45

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

7. Fair Net Annual Operating Income Minus Current Net Operating Income = Allowable Rent Increase — $ 2152.31

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

8. Allowable Rent Increase/Unit/Month[3] — $ 179.36

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

[3] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete Section 18 Proposed Adjustment Worksheet.

Section 16. 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
56-2	$1441.00	$36.00	1/1/2026	2.56 %	0 %	$	
	$1405.00	$-10.00	10/1/2025	-0.71 %	0 %	$	Bank rents prior to 2023 were recalculated and corrected and refund to tenants.
	$1415.00	$128.00	12/1/2024	9.95 %	0 %	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	

___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________
___	$________	$________	____________	______%	______%	$ ________	______________________________

Section 17. 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
56-2	$ 1170	01/01/2020	$ 1170	01/01/2026	$ 1405.00	$ 1441.00	$ 1585.00 to be effective on 01/01/2027
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$

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___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________
___	$ ______	____________	$ ________	___________	$ ________	$ ________	$ ________

Section 18. 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 19 and the following Sections 20 and 21 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 20 will be performed with an Adjusted Gross Income, and that will be substituted for the Section 16 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: $ ____________

Proposed Adjusted Gross Income for 2019: $ ____________

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.

Section 19. Income and Operating Expense Worksheet With Adjustment of Base Year

	Base Year (2019)	Current Year (2025)
Rental Income		
1. Adjusted Gross Income (with Adjusted Base Year as proposed in Section 19)	$ ________	$ ________
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)	**$** ________	**$** ________

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

Section 20. 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 (2025)
1. Total Annual Income	$ ________	$ ________
2. Annual Operating Expenses	$ ________	$ ________
3. Net Annual Operating Income	$ ________	$ ________
4. CPI [Annual Average CPI]	281.082	346.889

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

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

________ %

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

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

$ ________

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

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

$ ________

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

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

$ ________

[6] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete Section 18 Proposed Adjustment Worksheet.

Section 21. 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:

Page 7 Line 2-1
2019 Tax Bill

~~Page 3~~

CITY OF PORTLAND
389 CONGRESS ST
PORTLAND, ME 04101

For the fiscal year July 01, 2019 to June 30, 2020

BILL #: 1760
ACCOUNT #: 86013
CBL: 020-D-009-001
LOCATION: 56 FEDERAL ST

CURRENT BILL RATE DISTRIBUTION		
SCHOOL	11.690	$5,570.28
COUNTY	0.830	$395.50
MUNICIPAL	10.790	$5,141.44
TOTAL	23.310	$11,107.22

THIS IS THE ONLY BILL YOU WILL RECEIVE

FY20 REAL ESTATE TAX BILL

BILLING INFORMATION	
LAND VALUE	$64,800
BUILDING VALUE	$411,700
TOTAL VALUE	$476,500
EXEMPTIONS	$0
TAXABLE VALUE	$476,500
TAX RATE	23.310
TOTAL TAX	$11,107.22
PAYMENTS/CREDITS	$0.00
TAX DUE	$11,107.22

JUBILACION LLC
1090 NORTH RD
NORTH YARMOUTH, ME 04097

Assessed Property Description:
20-D-9
FEDERAL ST EAST 56-60

3650 SF
Acres: 0.084

DATE DUE	AMOUNT DUE
10/18/2019	$5,553.61
03/20/2020	$5,553.61

Owner of Record as of: April 1, 2019
JUBILACION LLC

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

CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

BILL #: 1760
ACCOUNT #: 86013
CBL: 020-D-009-001

JUBILACION LLC

INTEREST AT 9% CHARGED
BEGINNING 03/21/2020

DATE DUE	AMOUNT DUE
03/20/2020	$5,553.61

AMOUNT PAID $ ____________

208202060000176082600005553615

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

Page 7 Line 2-2

CITY OF PORTLAND
389 CONGRESS ST
PORTLAND, ME 04101
For the fiscal year July 01, 2025 to June 30, 2026

FY26 REAL ESTATE TAX BILL

BILL #:	2621945
ACCOUNT #:	110343
PARCEL ID #:	020-D-009-001
LOCATION:	56 FEDERAL ST

CURRENT BILL RATE DISTRIBUTION		
SCHOOL	6.270	$8,858.88
COUNTY	0.450	$635.80
MUNICIPAL	5.260	$7,431.85
TOTAL	11.980	$16,926.54

THIS IS THE ONLY BILL YOU WILL RECEIVE

BILLING INFORMATION	
LAND VALUE	$305,600
BUILDING VALUE	$1,107,300
TOTAL VALUE	$1,412,900
EXEMPTIONS	$0
TAXABLE VALUE	$1,412,900
TAX RATE	11.980
TOTAL TAX	$16,926.54
PAYMENTS/CREDITS	$0.00
ABATEMENT/ADJUST	$0.00
TAX DUE	$16,926.54

56&58 FEDERAL LLC
104 EAST ST
CARLISLE, MA 01741

Assessed Property Description:
20-D-9
FEDERAL ST EAST 56-60

3650 SF
Acres: 0.084

DATE DUE	AMOUNT DUE
10/17/2025	$8,463.27
03/20/2026	$8,463.27

Owner of Record as of: April 1, 2025
56&58 FEDERAL LLC

INTEREST AT 7.5% PER ANNUM CHARGED BEGINNING 10/18/2025 AND 03/21/2026.

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, 2025.

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 13.5% higher. The current City and School bonded indebtedness is $349,230,508.
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.

FY26 REAL ESTATE TAX BILL

THIS STUB MUST BE RETURNED WITH YOUR SECOND PAYMENT

CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

BILL #:	2621945
ACCOUNT #:	110343
PARCEL ID #:	020-D-009-001

56&58 FEDERAL LLC

INTEREST AT 7.5%
CHARGED
BEGINNING 03/21/2026

DATE DUE	AMOUNT DUE
03/20/2026	$8,463.27

AMOUNT PAID $____________

2082026302621945126000008463275

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

Page 7 Line 23-1

Gmail

56&58 Federal LLC <5658federalllc@gmail.com>

Fwd: Order #WJ76338638 Received: Thank you for shopping with us!

1 message

Jianhong Zhao <rainbow361022@gmail.com> Mon, Feb 10, 2025 at 9:41 PM
To: 56&58 Llc <5658federalllc@gmail.com>

Sent from my iPhone

Begin forwarded message:

> **From:** The Home Depot <HomeDepot@order.homedepot.com>
> **Date:** February 10, 2025 at 9:41:07 PM EST
> **To:** rainbow361022@gmail.com
> **Subject: Order #WJ76338638 Received: Thank you for shopping with us!**

THE HOME DEPOT How doers get more done.

Thanks for your order!

We're processing your order and we'll let you know when it's been shipped.

Manage my order

Order Summary

Order Number: WJ76338638
Order Date: February 10, 2025

Delivery

104 East St
Carlisle, MA 01741

All items

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Everbilt 6 ft. Dishwasher Installation Kit

Store SKU #1004061080
Internet #307638969
1 x $29.98 **$29.98**

Delivery

104 East St
Carlisle, MA 01741

All items

Honeywell 18 in. Honeywell Dishwasher with 8 Place settings 6 Washing Programs with Stainless Steel Tub and UL/Energy Star

Store SKU #1009472589
Internet #325021339
1 x $399.99 **$399.99**

Your Total

Subtotal	$429.97
Delivery	FREE
Sales Tax	$1.87
Total	**$431.84**

Card ending in 3669

Purchase Information

Online orders may be canceled through your Home Depot MyAccount up to 45 minutes after purchase.

See cancelation rules and details.

Let us know if you need help.

Text 'Support' to 38698

Call 800-430-3376

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Page 7 Line 23-3

Gmail

56&58 Federal LLC <5658federalllc@gmail.com>

Fwd: Thanks for Your Order! #300901058252257974

1 message

Jianhong Zhao <rainbow361022@gmail.com> Wed, Feb 26, 2025 at 8:30 PM
To: 56&58 Llc <5658federalllc@gmail.com>

Sent from my iPhone

Begin forwarded message:

> **From:** Lowe's Home Improvement <do-not-reply@notifications.lowes.com>
> **Date:** February 26, 2025 at 8:20:14 PM EST
> **To:** rainbow361022@gmail.com
> **Subject: Thanks for Your Order! #300901058252257974**

LOWE'S

Thanks, Jianhong
We've Received Your Order

Order # 300901058252257974

Invoice # 93891

Placed February 27, 2025

We'll get started on it and
update you every step of the way.

Manage Order

Get the Lowe's app

38

Page 7 Line 23-4

Download our app for live order tracking.

Get App

Payment Summary

Subtotal (3 items)	$679.05
Savings	($78.90)
Delivery	$29.00
Total Tax	$31.79
Total	**$739.84**

**** **** **** 1623

Delivery Details

Delivery Location

Jianhong Zhao

56 FEDERAL ST

PORTLAND, ME
04101

860-460-4515

Need To Reschedule ?

Reschedule your delivery online.

39

Page 7. Line 23-5

Alternate Delivery Contact

Huawei Chen
8602359311

Need Help ?

Visit our Help Center.

Forget something?

Add Items to Order

7.2-Cu. Feet Vented Electric Dryer (White)

QTY
1

Item #: **2510296** I Model #: **DVE45T3200W**
Unit Price: **$520.60** I Subtotal: **$520.60**

CREDIT DISCOUNT Discount: $27.40

Estimated Delivery Date: Feb. 28, 2025

5-Year Lowe's Protection Plan for Laundry $400-$699

QTY
1

Unit Price: **$129.97** I Subtotal: **$129.97**

6-ft 30 -Amp 4 -Prong Black Dryer Appliance Power Cord

QTY
1

Item #: **333552** I Model #: **UTD100406**
Unit Price: **$28.48** I Subtotal: **$28.48**

CREDIT DISCOUNT Discount: $1.50

Estimated Delivery Date: Feb. 28, 2025

40

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mylowe's Rewards

Points
Estimate earned from purchase † +686

Save 5%* everyday when you use your MyLowe's Rewards Credit Card

Apply Now

Go to Rewards Dashboard →

†Points are awarded on eligible purchases for orders that have been settled and fulfilled. Program subject to Terms & Conditions. Details at Lowes.com/mylowes-rewards-terms. Subject to change.

Lowe's Protection Plan

Thank you for purchasing a Lowe's Protection Plan. Soon you will receive your terms and conditions from lowesprotectionplan@p.assurant.com.

Lowe's Return Policy

41

Pag 7 Line 23-7

Gmail

56&58 Federal LLC <5658federalllc@gmail.com>

Fwd: Thanks for Your Order! #300901058252275460

1 message

Jianhong Zhao <rainbow361022@gmail.com>
To: 56&58 Llc <5658federalllc@gmail.com>

Thu, Feb 27, 2025 at 10:51 AM

Sent from my iPhone

Begin forwarded message:

> **From:** Lowe's Home Improvement <do-not-reply@notifications.lowes.com>
> **Date:** February 27, 2025 at 10:49:14 AM EST
> **To:** rainbow361022@gmail.com
> **Subject: Thanks for Your Order! #300901058252275460**

LOWE'S

Thanks, Jianhong
We've Received Your Order

Order # 300901058252275460

Invoice # 83536

Placed February 27, 2025

We'll get started on it and
update you every step of the way.

Manage Order

Get the Lowe's app

42

Page 7 Line 23-8

Download our app for live order tracking.

Get App

Payment Summary

Subtotal (3 items)	$686.65
Savings	($79.30)
Delivery	$29.00
Total Tax	$32.21
Total	**$747.86**

**** **** **** 1623

Delivery Details

Delivery Location

Jianhong Zhao

56 FEDERAL ST

PORTLAND, ME
04101

860-460-4515

Need To Reschedule ?

Reschedule your delivery online.

43

Page 7 Line 23-9

Alternate Delivery Contact

Huawei Chen
8602359311

Need Help ?

Visit our Help Center.

Forget something?

Add Items to Order

4.5-cu ft Impeller Top-Load Washer (White)

QTY
1

Item #: **2510295** I Model #: **WA45T3200AW**
Unit Price: **$520.60** I Subtotal: **$520.60**

CREDIT DISCOUNT Discount: $27.40

Estimated Delivery Date: **Feb. 28, 2025**

5-Year Lowe's Protection Plan for Laundry $400-$699

QTY
1

Unit Price: **$129.97** I Subtotal: **$129.97**

2-Pack 6-ft 3/4-in FHT Inlet x 3/4-in FHT Outlet Stainless Steel Washing Machine Connector

QTY
1

Item #: **246995** I Model #: **98506**
Unit Price: **$36.08** I Subtotal: **$36.08**

CREDIT DISCOUNT Discount: $1.90

Estimated Delivery Date: **Feb. 28, 2025**

44

Page 7 . Line 23-10

mylowe's Rewards

Points
Estimate earned from purchase † +695

Save 5%* everyday when you use your MyLowe's Rewards Credit Card

Apply Now

Go to Rewards Dashboard →

†Points are awarded on eligible purchases for orders that have been settled and fulfilled. Program subject to Terms & Conditions. Details at Lowes.com/mylowes-rewards-terms. Subject to change.

Lowe's Protection Plan

Thank you for purchasing a Lowe's Protection Plan. Soon you will receive your terms and conditions from lowesprotectionplan@p.assurant.com.

Lowe's Return Policy

45

City of Portland – Housing Safety Division

LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing

Wednesday, August 26, 2026

Owner Name and Address

Jacques Kubwimana

2040 Ludlow St

Portland, ME 04102

Property Address

1303 Forest Ave, Units A & B

CBL

292-A-004-001

Tenants/Interested Parties

Yes

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: 1303 Forest Avenue

Parcel Numbers(s): CBL: 292 A004001

Year Property Purchased by Current Owner: 2020

Total Number of Units on the Property: 3

Total Number of Units Affected by Proposed Rent Increase: 2 (A and B)

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: Jacques Kubwimana

Phone(s): 2073479974

Business Address: 242 Ludlow Street

City, State, Zip: Portland, Maine 04102

Business E-mail: Lewisservices14@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.

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

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.	$ N/A	$ 86526
2. Portion Attributable to Vacancy	N/A	$ 0
Fees (indicate what fee is for):		
3. Late fees	N/A	$ 0
4. List fees, other than utilities, collected for services & amenities not included in rent	$ N/A	$ 0
5. N/A	$ N/A	$ 0
6. N/A	$ N/A	$ 0
7. N/A	$ N/A	$ 0
Other Income (list separately by type)[2]:		
8. N/A	$ N/A	$ 0
9. N/A	$ N/A	$ 0
10. N/A	$ N/AN/A	$ 0
Fees charged by landlord for Utilities		
11. Gas	$ N/A	$ 0
12. Electricity	$ N/A	$ 0
13. Water	$ N/A	$ 0
14. Sewer	$ N/A	$ 0
15. Garbage & Recycling	$ N/A	$ 0
Other Utilities (list separately by type):		
16. N/A	$ N/A	$ 0
17. N/A	$ N/A	$ 0
18. TOTAL INCOME	**$** N/A	**$** 86526

(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	$ N/A	$ 500
2. Real Property Taxes	$ N/A	$ 4712.07
3. License Tax/Fee	$ N/A	$ 16583
4. Rent Board Registration Fees	$ N/A	$ 150
5. Insurance	$ N/A	$ 2000
6. Accounting	$ N/A	$ 4500
7. Legal (explain types of legal expenses)	$ N/A	$ 1000
8. Manager /Management Services	$ N/A	$ 1000
9. Security	$ N/A	$ 1000
10. Office Supplies	$ N/A	$ 2000
12. Normal Repairs	$ N/A	$ 1000
13. Owner-Performed Labor	$ N/A	$ 0
14. Plumbing Maintenance	$ N/A	$ 2000
15. Pool Maintenance	$ N/A	$ 0
16. Landscape Maintenance/snow removal	$ N/A	$ 3000
17. Other Maintenance	$ N/A	$ 1000
18. Parking Lot/Street Maintenance	$ N/A	$ 0
19. Gas (separately metered only)	$ N/A	$ 0
20. Electricity (separately metered only)	$ N/A	$ 3000
21. Water	$ N/A	$ 6000
22. Sewer	$ N/A	$ 0
23.Amortized portion of Capital Expense (see Sections X, XI and XII column (i))	$ N/A	$ N/A
24. Vandalism Repairs	$ N/A	$ 0
25. Uninsured Damages	$ N/A	$ 0
27. TOTAL OPERATING EXPENSES	**$** N/A	**$** 48945.07

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)]: $ ________________

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
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____

Owner Performed Labor – Current Year

Date	Hours	Hourly Rate	Units Impacted	Type of Work
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____

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	$ 0	$ 86526
2. Annual Operating Expenses	$ 0	$ 48945.07
3. Net Annual Operating Income	$ 0	$ 37580.93
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

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

$ 50718.038

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

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

$ 8337.11

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

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

$ 231.58

[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
A	$ 1650	$ 2600	11/15/2025	5 %	0 %	$ 0	Addition in rooms and an additional bathroom
A	$	$		%	%	$	Unit A was a 2 bedroom when priced at $1650. It is now a 3 bedroom and 2 bathroom.
B	$ 2078	$ 2300	03/03/2026	10 %	0 %	$ 0	Repurposed unused space into and office
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	

___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___
___	$___	$___	___	___ %	___ %	$ ___	___

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 A and B

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
A	$ N/A	11/15/2025	$ 2600	11/15/2025	$ 2600	$ 2600	$ 2600
B	$ N/A	03/20/2025	$ 2300	03/20/2025	$ 2300	$ 2300	$ 2300
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$

____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	________________	$ __________	______________	$ __________	$ __________	$ __________

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: $ ____________

Proposed Adjusted Gross Income for 2019: $ ____________

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.

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)	$ ________________	$ ________________
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)		

[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	$ ________________	$ ________________
2. Annual Operating Expenses	$ ________________	$ ________________
3. Net Annual Operating Income	$ ________________	$ ________________
4. CPI [Annual Average CPI]	281.082	336.376

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

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

____________ %

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

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

$ ________________

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

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

$ ________________

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

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

$ ________________

[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:

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

I Hade addition Bedroom & Bathroom unit A, this unit now is 3bed 2 bath, I made Improvement office unit B painting all unts

(a) Item #	I Hade addition Bedroom & Bathroom unit A, this unit now is 3bed 2 bath, I made Improvement office unit B painting all unts	(c) # of Units Impacted By Expense	(d) Initial Cost	(e) Interest Rate Allowed*	(f) Amortization Period	(g) Interest Cost	(h) Total Cost [Principal +	(i) Annual Cost	(j) Monthly Cost	(k) Monthly Cost Per Unit
		2	$ 104,568.00	8.48%	10	$50,877.04	$ 155,445.04	$15,544.50	$ 1,295.38	$ 647.69
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	

*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: $ 104,568.00
[add amounts in column (d)]

Completed Capital Improvement and Expense Worksheet (Current Year)

(a) Item #	I Hade addition Bedroom & Bathroom unit A, this unit now is 3bed 2 bath, I made Improvement office unit B painting all unts	(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
A&B	I Hade addition Bedroom & Bathroom unit A, this unit now is 3bed 2 bath, I made Improvement office unit B painting all unts	2	$ 104,568.00	8.48%	10	$50,877.04	$ 155,445.04	$15,544.50	$ 1,295.38	$ 647.69
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	
						$ -			$ -	

*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: $ 104,568.00
[add amounts in column (d)]

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

07/23/2026
License #: **LTR-003097-2021**
Code Case #: **RCC2600681**
JACQUES KUBWIMANA /
61 DEERING ST #1
PORTLAND, ME 04101

AMENDED NOTICE OF VIOLATION AND ORDER TO CORRECT

To Whom It May Concern,

The City of Portland Permitting and Inspections Department inspected the rental data for **1303 FOREST AVE PORTLAND, ME 04103** on **06/03/2026** and found violations of the City of Portland Code of Ordinances, which are listed on the attached page(s). You are hereby ordered to correct these violations by **08/22/2026**. Please be advised that penalties will be applied if the violations are not corrected by that date.

If you do not correct the attached violations by the date given, then this matter will be referred to the City of Portland Corporation Counsel for legal action, and you may be charged $150 for re-inspection per the City's fee schedule. In the event of court action, the City may be entitled to an order to correct the violations, civil penalties in the minimum of $100 per violation per day, costs and fees, and other relief under §1-15 of the City Code and 30-A M.R.S. §4452.

Please respond in writing via email to rentcontrol@portlandmaine.gov or send response by USPS to **389 Congress St, Portland, Maine 04101**.

You have a right to appeal this decision to Superior Court within 30 days of the date of this notice pursuant to Rule 80B of the Maine Rules of Civil Procedure.

I appreciate your anticipated cooperation, and please contact our office by calling 207-874-8900 if you have any questions.

Thank you,

Adam O'Connor
Rental Registration Inspector

JACQUES KUBWIMANA /
61 DEERING ST #1
PORTLAND, ME 04101

NON-COMPLIANCE VIOLATION LIST

APPLICABLE CODE SECTION(S)	City Code 6-234(c)
CODE DESCRIPTION	At no time may a Landlord raise the rent of a Covered Unit by more than ten (10) percent. Any rent increases available to a Landlord in excess of ten (10) percent must be banked for later use.
COMMENTS	The owner has claimed a rent increase that exceeds 10% of the previous reported rent. Unit A rent increased on 11/18/2025 from $1,650 to $2,600, resulting in a 57.5% increase. Unit B rent increased on 3/12/2026 from $2,078 to $2,300, resulting in a 10.6% increase.
DEADLINE	08/24/2026

APPLICABLE CODE SECTION(S)	City Code 6-234(c) 11-3-2020
CODE DESCRIPTION	(c) Under no circumstances may a Landlord raise the rent of a Covered Unit by more than ten (10) percent within a Rental Year. Any rent increases available to a Landlord in excess of ten (10) percent must be banked for use in a subsequent Rental Year.
COMMENTS	The property owner submitted a Maintenance of Net Operating Income (MNOI) application to the Portland Rent Board on June 19, 2026, seeking an increase in the building's rent. The standard process for reviewing an MNOI application includes reviewing the Rent History for the building. The attached Rent History Report was reviewed for the property, and the following violations were discovered: Unit A rent increase reported during 2022 Long Term Rental Registration. Rent as of 11/1/2020 was $850 and increased to $1,500 as of 11/1/2021, resulting in a 76.5% increase. Unit B rent increase reported during 2022 Long Term Rental Registration. Rent as of 11/1/2020 was $1,300 and increased to $1,700 as of 11/1/2021, resulting in a 30.8% increase.
DEADLINE	08/24/2026

APPLICABLE CODE SECTION(S)	Remedy - City Code Sec 6-234(f)

389 Congress Street, Portland, Maine 04101 | 207-874-8900 | rentcontrol@portlandmaine.gov

CODE DESCRIPTION	A landlord who is not in substantial compliance with any provision of this chapter, including but not limited to the Rent Stabilization Ordinance, may not demand, accept or retain any rent increase otherwise permitted by this section or any other provision of this Code or Maine statute.
COMMENTS	Unit A The owner is ordered to reduce the rent to the last code-compliant amount of $850 and reimburse the tenant(s) any overcharge. Unit B The owner is ordered to reduce the rent to the last code-compliant amount of $1,300 and reimburse the tenant(s) any overcharge. Proof of resolution must be sent in writing. Resolution documents can be sent via USPS to 389 Congress Street, Room 302, Portland, ME 04101 or electronically via to rentcontrol@portlandmaine.gov
DEADLINE	08/24/2026

JACQUES KUBWIMANA /
61 DEERING ST #1
PORTLAND, ME 04101

JACQUES KUBWIMANA /
61 DEERING ST #1
PORTLAND, ME 04101

City of Portland – Housing Safety Division

LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing

Wednesday, August 26, 2026

Owner Name and Address

Spencer Stone & Andrea Stone

24 Rowe Ave, Apt 2

Portland, ME 04102

Property Address

24 Rowe Ave, both units

CBL

260-C-003-001

Tenants/Interested Parties

Yes

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: 24 Rowe Ave

Parcel Numbers(s): 260 C003001

Year Property Purchased by Current Owner: 2025

Total Number of Units on the Property: 2

Total Number of Units Affected by Proposed Rent Increase: 2

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

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

Section 1. Landlord Information

Name: Spencer and Andrea Stone JTS

Phone(s): 774-268-1274

Business Address: 24 Rowe Ave, Apt 2

City, State, Zip: Portland, ME 04102

Business E-mail: 24roweave@gmail.como

Section 2. Agent Information (if applicable)

Name: __________

Phone(s): __________

Business Address: __________

City, State, Zip: __________

Business E-mail: __________

Section 3. 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:	☐	☐	☐

2

Section 4. 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.

None

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

None

Section 5. 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)

Section 6. 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 19, 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 18 of this Application.

Section 7. Income Worksheet

	Base Year (2019)[1]	Current Year (2025)
Rental Income		
1. Gross scheduled rental income (total for the calendar year) including uncollected rent.	$ 30000	$ 1850
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	$	$ $94 - Credit Check
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	**$** 30000	**$** 1944

(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.

Section 8. Operating Expense Worksheet

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

	Base Year (2019)	Current Year (2025)
1. Assessments	$	$
2. Real Property Taxes	$ 4913.75	$ 6347.73
3. License Tax/Fee	$	$
4. Rent Board Registration Fees	$ 50	$ 50
5. Insurance	$ 1000 (est)	$ 1370
6. Accounting	$	$
7. Legal (explain types of legal expenses)	$	$
8. Manager /Management Services	$	$
9. Security	$	$
10. Office Supplies	$	$
12. Normal Repairs	$	$
13. Owner-Performed Labor	$	$
14. Plumbing Maintenance	$	$
15. Pool Maintenance	$	$
16. Landscape Maintenance/snow removal	$	$
17. Other Maintenance	$ 500 (est)	$ 1195 - roof washing
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 10, 11 and 12 column (i))	$	$ $5,492.74
24. Vandalism Repairs	$	$
25. Uninsured Damages	$	$
27. TOTAL OPERATING EXPENSES	**$** 6463.75	**$** 14455.47

Section 9. 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 11, 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

Section 10. 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.

Section 11. Interest Allowance on Capital Improvements

If an amount was reported as an amortized portion of expenses on Section 11, 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)]: $ _________________

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
1	Chimney	2	$ 3535	8.47%	20	$ $299.41	$ $3,834.41	$ $191.72	$ $15.98	$ $7.99
2	Electrical	2	$ 3600	8.47%	10	$ $304.92	$ $3,904.92	$ $390.49	$ $32.54	$ $16.27
3	Wood Flooring	2	$ 4100	8.47%	10	$ $347.27	$ $4,447.27	$ $444.73	$ $37.06	$ $18.53
4	Insulation	2	$ 11537	8.47%	10	$ $977.18	$ $12,514.1	$ $1,251.42	$ $104.28	$ $52.14
5	Drywall	1	$ 4646.61	8.47%	10	$ $393.57	$ $5,040.18	$ $504.02	$ $42.00	$ $42.00
6	Paint	2	$ 579	8.47%	5	$ $49.04	$ $628.04	$ $125.61	$ $10.47	$ $5.23

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

Total for Current Year [add amounts in column (d)]: $ $48,873.19

Annual Cost for Current Year [add amounts in column (i)]: $ $5,492.74

Section 12. Blank Worksheet (Optional – Available for Petitioner Use)

Item #,Description,Units Impacted,Initial Cost,Interest Rate allowed,Amortization,Interest Amount,Total Cost,Annual Cost,Monthly Cost,Monthly Per Unit Cost

7,#1 Kitchen Ceiling,1,$441.00,8.47%,10,$37.35,$478.35,$47.84,$3.99,$3.99
8,Bathroom,1,$13,593.25,8.47%,10,$1,151.35,$14,744.60,$1,474.46,$122.87,$122.87
9,Laundry,2,$2,953.60,8.47%,5,$250.17,$3,203.77,$640.75,$53.40,$26.70
10,Gutters,2,$3,887.73,8.47%,10,$329.29,$4,217.02,$421.70,$35.14,$17.57

Section 13. 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
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____

Owner Performed Labor – Current Year

Date	Hours	Hourly Rate	Units Impacted	Type of Work
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____
____________	_________	________	_____	____

Section 14. 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
1	Unit 2 Closets 8/1/2026	1	$ 2329.82	8.47%	10	$ $197.34	$ $2,527.16	$ $252.72	$ $21.06	$ $21.06
2	Unit 2 Trim 11/30/2026	1	$ 3500	8.47%	10	$ $296.45	$ $3,796.45	$ $379.65	$ $31.64	$ $31.64
			$	%		$	$	$	$	$
			$	%		$	$	$	$	$
			$	%		$	$	$	$	$

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

Proposed Capital Expenses [add amounts in column (d)]: $ $5,829.82

Annual Cost for Proposed Capital Expenses [add amounts in column (i)]: $ $632.36

Section 15. Net Operating Income (NOI)

Net Operating Income = Income – Operating Expenses

	Base Year (2019)	Current Year (2025)
1. Total Annual Income	$ 33000	$ 1944
2. Annual Operating Expenses	$ 6463.75	$ 14455.47
3. Net Annual Operating Income	$ 26536.25	$ -12511.47
4. CPI [Annual Average CPI]	281.082	346.889

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

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

23.412 %

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

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

$ 32748.92

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

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

$ 45260.39

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

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

$ 1885.85

[3] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete Section 18 Proposed Adjustment Worksheet.

Section 16. 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	$1850	$		%	%	$	New tenant in exempt unit
2	$	$		%	%	$	Owner Occupied
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	
	$	$		%	%	$	

___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___
___	$___	$___	___	___%	___%	$___	___

Section 17. 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 bedroom

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	$ 1200	Unknown	$ $1850	12/01/2025	$ 1850	$ 1850	$ 2657
2	$ 1300	Unknown	$ N/A	N/A	$ N/A	$ N/A	$ 4031
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$
	$		$		$	$	$

____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________
____	$ ________	______________	$ __________	______________	$ __________	$ __________	$ __________

Section 18. 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 19 and the following Sections 20 and 21 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 20 will be performed with an Adjusted Gross Income, and that will be substituted for the Section 16 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: $ ____________

Proposed Adjusted Gross Income for 2019: $ ____________

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.

Section 19. Income and Operating Expense Worksheet With Adjustment of Base Year

	Base Year (2019)	Current Year (2025)
Rental Income		
1. Adjusted Gross Income (with Adjusted Base Year as proposed in Section 19)	$ ________________	$ ________________
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)	**$ ________________**	**$ ________________**

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

Section 20. 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 (2025)
1. Total Annual Income	$ ________________	$ ________________
2. Annual Operating Expenses	$ ________________	$ ________________
3. Net Annual Operating Income	$ ________________	$ ________________
4. CPI [Annual Average CPI]	281.082	346.889

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

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

____________ %

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

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

$ ________________

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

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

$ ________________

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

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

$ ________________

[6] If applied equally per unit. The Landlord may propose to allocate using a different rational basis. To detail a different allocation, complete Section 18 Proposed Adjustment Worksheet.

Section 21. 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:

My wife and I bought the property vacant in May 2025 and were planning on living here long-term. With that in mind, we made numerous capital improvements to the property with an eye on long-term investment, including rebuilding the chimney that was actively shedding bricks, remodeling a bathroom, installing new laundry machines in both units, upgrading knob and tube to modern wiring, installing gutters, and insulating the basement and attic. We began leasing unit #1 in December 2025 while living in unit #1.

Our needs have changed over the last year and our plans to remain in the house have changed. In light of that, we are seeking this fair return adjustment to recoup some of the investment we have made in the house.

CITY OF PORTLAND
389 CONGRESS ST
PORTLAND, ME 04101
For the fiscal year July 01, 2024 to June 30, 2025

FY25 REAL ESTATE TAX BILL

BILL #: 2514762
ACCOUNT #: 21278
PARCEL ID #: 260-C-003-001
LOCATION: 24 ROWE AVE

CURRENT BILL RATE DISTRIBUTION		
SCHOOL	7.880	$3,332.45
COUNTY	0.560	$236.82
MUNICIPAL	6.570	$2,778.45
TOTAL	15.010	$6,347.73

THIS IS THE ONLY BILL YOU WILL RECEIVE

BILLING INFORMATION	
LAND VALUE	$78,100
BUILDING VALUE	$344,800
TOTAL VALUE	$422,900
EXEMPTIONS	$0
TAXABLE VALUE	$422,900
TAX RATE	15.010
TOTAL TAX	$6,347.73
PAYMENTS/CREDITS	$0.00
ABATEMENT/ADJUST	$0.00
TAX DUE	$6,347.73

MARTIN JODY M &
MARK F BROOKS JTS
74 MARTIN LN
CUSHING, ME 04563

Assessed Property Description:
260-C-3-4
ROWE AVE 24
MERILINE AVE
5917 SF
Acres: 0.136

DATE DUE	AMOUNT DUE
10/18/2024	$3,173.87
03/14/2025	$3,173.86

Owner of Record as of: April 1, 2024
MARTIN JODY M &
MARK F BROOKS JTS

INTEREST AT 8% PER ANNUM CHARGED BEGINNING 10/19/2024 AND 03/15/2025.

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, 2024.
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 $374,509,262.
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.

FY25 REAL ESTATE TAX BILL
THIS STUB MUST BE RETURNED WITH YOUR **SECOND** PAYMENT
CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

BILL #: 2514762
ACCOUNT #: 21278
PARCEL ID #: 260-C-003-001

INTEREST AT 8% CHARGED
BEGINNING 03/15/2025

DATE DUE	AMOUNT DUE
03/14/2025	$3,173.86

MARTIN JODY M &
MARK F BROOKS JTS

AMOUNT PAID $________________________

208202550251476202600003173861

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

FY25 REAL ESTATE TAX BILL
THIS STUB MUST BE RETURNED WITH YOUR **FIRST** PAYMENT
CITY OF PORTLAND TREASURY
PO Box 16050
LEWISTON, ME 04243

BILL #: 2514762
ACCOUNT #: 21278
PARCEL ID #: 260-C-003-001

INTEREST AT 8% CHARGED
BEGINNING 10/19/2024

DATE DUE	AMOUNT DUE
10/18/2024	$3,173.87

MARTIN JODY M &
MARK F BROOKS JTS

AMOUNT PAID $________________________

208202550251476201800003173879

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

HOMEOWNERS

Insurance Proposal for:

Spencer Stone

Andrea Stone

05/16/25 - 05/16/26

Date Proposal Prepared:
04/29/25

Presented by:

ROGERSGRAY, INC. - SOUTH DENNIS

410 UNIVERSITY AVE
WESTWOOD, MA 02090--2311
Phone: (508) 398-7980
Fax: (877) 816-2156

Underwritten by:

VERMONT MUTUAL INSURANCE COMPANY

A member of the Vermont Mutual Insurance Group®

VERMONT MUTUAL INSURANCE GROUP
SINCE 1828

Financial Strength Rating
A.M. BEST
A+ Superior

WARD'S 50 SAFETY • CONSISTENCY • PERFORMANCE

Homeowners Insurance Proposal

Agency:
ROGERSGRAY, INC. - SOUTH DENNIS

Company:
VERMONT MUTUAL INSURANCE COMPANY

Named Insured(s):
Spencer Stone
Andrea Stone

Location Address:
24 ROWE AVE
Portland, ME 04102--1430

Quote Number: HOQ0506391
Effective Date: May 16, 2025
Expiration Date: May 16, 2026

Construction: Frame
Year Built: 1903
Policy Form: HO0003 Special
Dwelling Use: Primary

Total Policy Premium: $1,370.00

Coverages	Limit
A. Dwelling	$520,000
B. Other Structures	$52,000
C. Personal Property	$364,000
D. Loss Of Use	$104,000
E. Personal Liability	$500,000
F. Medical Payments	$5,000

Deductibles	Amount
All Perils Deductible	$1,000

Discounts	
Advance Shopper Discount	5%
Loss Free Credit	20%

Optional Coverages	Limit	Premium
Homeowners Advantage Endorsement		$115
Home Systems Protection Coverage		Included
Identity Fraud Expense		Included
Ordinance or Law		Included
Personal Injury		Included
Specified Additional Amount of Insurance for Cov A		Included
Water Back Up and Sump Overflow		Included
Inflation Guard	4%	Included in Base
Ordinance or Law Coverage	25%	Included in Base
Personal Property Replacement Cost		Included in Base

DISCLAIMER: This quote is based on rating information supplied by you, subject to any pending rules and rate filings. It is also subject to normal underwriting considerations, favorable inspection and acceptable loss experience. This is not a policy. For a complete statement of the coverages and exclusions, please see the policy contract. Acceptability of this risk and use of discounts or surcharges is subject to approval by the company.

HOMEOWNERS BILLING PLANS

Direct Bill Pay Plans

Full Pay Plan
- 100% $1,370.00 due at issuance

2 Pay Plan *
- 50% $685.00 due at issuance, 50% will be due 6 months from the policy effective date

4 Pay Plan *
- 25% $342.50 due at issuance, 25% will be due 3, 6 and 9 months from the effective date of the policy

10 Pay Plan *
- 20% $274.00 due at issuance, 2nd through 9th installments of 8.89% each will be due every 30 days due on the the date of the effective date, 10th installment of 8.88% will be due on the 10th month of the policy due on the date of the effective date

** Payment Plan options include a $5.00 service fee for installments*

Electronic Funds Transfer (EFT)

Full Pay Plan
- 100% $1,370.00 due at issuance

2 Pay Plan *
- 50% $685.00 due at issuance, 50% will be due 6 months from the policy effective date

4 Pay Plan *
- 25% $342.50 due at issuance, 25% will be due 3, 6 and 9 months from the effective date of the policy

Monthly Pay Plan
- 15% $205.50 due at issuance, 11 monthly installments

Available Payment Options

Credit/Debit Card
Check/eCheck
Online
Group Bill for 2 or more policies

VERMONT MUTUAL INSURANCE GROUP
SINCE 1828

HOMEOWNERS BROADENING ENDORSEMENTS

COVERAGE	HOMEOWNERS FORM (HO 00 03 04/91)	ENHANCEMENT AMENDMENT (18 CEA 03/08)	*ADVANTAGE ENDORSEMENT (ME HCA 07/14)	ELITE ENDORSEMENT (ME HCE 07/14)
Specified Additional Amount of Insurance for Coverage A	Not Included	Not Included	50%	100%
Ordinance or Law	Not Included	Not Included	10% Cannot combine with HO 05 62	50% Cannot combine with HO 04 77
Water Back Up and Sump Overflow ($250 deductible)	Not Included	$2,500	$5,000 Cannot combine with HO 04 95	$7,500 Cannot combine with HO 04 95
Special Personal Property Coverage - HO 00 03 only (HO 00 15)	Not Included	Not Included	Not Included	Included
Personal Injury Coverage	Not Included	Coverage E limit	Coverage E limit	Coverage E limit
Identity Fraud Expense ($250 deductible) (The limit provided would be in addition to any coverage purchased under the separate coverage endorsement HO 04 55)	Not Included	$5,000	$15,000	$15,000
Credit Card, Fund Transfer Card, Forgery and Counterfeit Money	$500	Coverage Increases by $1,000	Coverage Increases by $2,500	Coverage Increases by $2,500
Money, bank notes, platinum, coins and medals etc.	$200	$500	$1,000	$1,000
Securities, deeds, evidences of debt, letters of credit, manuscripts, personal records, passports, tickets and stamps	$1,000	$2,000	$5,000	$5,000
Watercraft, including trailers, furnishings, equipment and outboard engines or motors	$1,000	$2,500	$5,000	$5,000
Trailers not used with watercraft	$1,000	$2,500	$2,500	$2,500
Theft of jewelry, watches, furs, precious and semi-precious stones	$1,000	$3,000	$5,000	$5,000
Theft of Firearms	$2,000	$3,000	$5,000	$5,000
Theft of silverware, silver-plated ware, goldware, gold plated ware and pewterware	$2,500	$5,000	$5,000	$5,000
Property, on or off of the residence premises, used at any time or in any manner for any business purpose	$2,500 on premises $250 off premises	$5,000 on premises $500 off premises	$5,000 on premises $500 off premises	$5,000 on premises $500 off premises
Loss to electronic equipment, while in or upon a motor vehicle or other motorized land conveyance	$1,000	$1,000	$2,500	$2,500
Loss to electronic equipment, while in or upon a motor vehicle or other motorized land conveyance, residence premises, and is used at any time or in any manner for any business purpose	$1,000	$1,000	$2,500	$2,500
Debris Removal (of fallen trees)	$500 (Covered Structure)	$500 (Covered Peril)	$1,000 (Covered Peril)	$1,000 (Covered Peril)
Refrigerated Products Coverage ($50 deductible)	Not Included	$500	$1,000	$1,000
Personal Computers (used for business)	Not Included	$5,000	$5,000	$5,000
Lock Replacement	Not Included	$200	$500	$500
False Alarm Fee (burglar alarm)	Not Included	$50 occurrence / $100 aggregate	$100 occurrence / $250 aggregate	$100 occurrence / $250 aggregate
Fire Department Service Charge	$500	$750	$1,000	$1,000
Reward Coverage	Not Included	$500	$500	$500
Mortgage Renegotiation Expense	Not Included	Not Included	$2,500	$2,500
Coverage F - Medical Payments to Others	$1,000	Coverage Increases by $1,000	Coverage Increases by $2,000	Coverage Increases by $2,000
Claim Expenses	$50/day	$75/day	$150/day	$150/day
Damage to Property of Others	$500	$1,000	$1,000	$1,000
Home Systems Protection Coverage (HSB) *(See Reverse Side for Details)*	Not Included	Not Included	$50,000 per accident subject to $500 deductible	$50,000 per accident subject to $500 deductible
Service Line Coverage (HSB) *(See Reverse Side for Details)*	Not Included	Not Included	Not Included	$10,000 subject to $500 Deductible
Premium		$35	$115 (increased)	**17% of the unmodified base premium. $125 min. premium**

*Coverage Selected

ADDITIONAL COVERAGE INFO ON BACK

HOMEOWNERS BROADENING ENDORSEMENTS (CONTINUED)

HOME SYSTEMS PROTECTION COVERAGE

(Available with the Advantage and Elite Endorsements only)

Home Systems Protection provides up to $50,000 coverage for damage caused by a sudden and accidental mechanical or electrical breakdown for systems and equipment such as:

- Central Air Conditioning
- Water Heaters
- Solar, Wind, Geothermal Energy
- Well Pumps
- Home Security Systems
- Furnaces and Heat Pumps
- Radiant Flooring
- Water Purification and Filtration
- Pool and Spa Pumps
- Electrical Panels

In addition, the Home Systems Protection provides coverage for personal property such as:

- Kitchen Appliances
- Home Entertainment Electronics
- Laundry Appliances
- Computers, Laptops and Tablets

Additional living expenses such as spoilage of perishable foods as a result of a covered equipment loss are also covered. Does not increase any limit of liability under Section 1 of the policy. Subject to $500 deductible.

SERVICE LINE PROTECTION COVERAGE

(Available with the Elite Endorsement only)

Our Service Line Protection provides for up to $10,000 repair or replacement of service lines (excluding gas lines) that extend on your property into your home. Coverage includes repair to pipes and wiring that provide the following service:

- Water
- Compressed Air
- Heating
- Electrical Power
- Drainage
- Data Communication
- Waste Disposal

Additionally, Service Line Protection will cover excavation costs and any additional living expenses accounting from a covered loss. Subject to a $500 deductible.

** This is a summary of coverages. For all coverages, conditions and exclusions, refer to the policy.*

Home Systems Protection Coverage and Service Line Protection Coverage Sponsored by:

Munich RE / Hartford Steam Boiler

MC008-v2-10-02-15

ADDITIONAL COVERAGE INFO ON FRONT

Gmail

Spencer Stone <stonespencer92@gmail.com>

Estimate 3549 from New England Power Wash

1 message

New England Power Wash <no_reply@intuit.com> Wed, May 21, 2025 at 8:55 PM
To: stonespencer92@gmail.com

NEW ENGLAND POWERWASH

Your estimate is ready!

Total Estimate
$1,195.00

Review and accept

Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and New England Power Wash will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly.**

Have a great day!

Estimate #102818

New England Power Wash

ROOF WASHING $1,195.00

14 Alweber Road
Windham, Maine 04062
(207)233-8114 / (207)773-7762
JNewman7@roadrunner.com

Invoice

Carroll Newman & Son, Inc

Bill To:	Spencer Stone stonespencer92@gmail.com 24 Rowe Ave Portland, ME, 04102-1430 (774) 268-1274	Invoice No: Date: Terms: Due Date:	419 07/25/2025 NET 0 07/25/2025

Description	Quantity	Rate	Amount
Chimney rebuild as per estimate # 911	1	$3,610.00	$3,610.00
Discount for reusing old bricks	1	-$150.00	-$150.00
Adding stainless steel flue cover	1	$175.00	$175.00

Subtotal	$3,635.00
TAX 0%	$0.00
Total	$3,635.00
PAID	$0.00
Balance Due	**$3,635.00**

INVOICE

CHRIS BONNEY ELECTRIC, LLC
64 Ramsdell Rd
Gray, ME 04039

chris@chrisbonneyelectric.com
+1 (207) 355-6042
www.chrisbonneyelectric.com

Bill to
Spencer Stone
Spencer Stone
24 Rowe Avenue
Portland, ME 04102
United States

Ship to
Spencer Stone
Spencer Stone
24 Rowe Avenue
Portland, ME 04102
United States

Invoice details
Invoice no.: 2080
Invoice date: 06/30/2025
Due date: 06/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	06/30/2025	**Electrical Service Repair**	--- type: markdown --- **Scope of Work Completed:** * Removed exposed knob-and-tube wiring and replaced it with Romex-type wiring. * Repaired and secured loose wiring; enclosed all open splices within proper junction boxes. * Installed GFCI breakers and outlets on ungrounded circuits to provide essential shock protection. * Added six 4" razor-style recessed light fixtures in the kitchen and hallway.	1	$3,600.00	$3,600.00

Ways to pay

VISA DISCOVER AM EX

View and pay

Jun 3, 2025 at 10:13

Final coat today late afternoon, can you pay me today if you pay me cash $400.00 discount pay cash
Thank you jimmy express
You have a good day

If check please make payable to
Jimmy Nguyen
Thank you

So cash price $4100?

Yes

INVOICE 19118306

Northeast Spray Insulation (352)
511 Riverside Industrial Parkway
PORTLAND ME 04103
(207) 797-8887

www.ne-spray.com

INVOICE DATE
11/12/2025

BILL TO
STON05 Spencer Stone 24 Rowe Ave PORTLAND, ME 04102

Job Address
Job Stone Residence- 24 Rowe Ave **Phase** Stone Residence- 24 Rowe Ave -foam **Job Address** 24 Rowe Ave PORTLAND, ME 04102

PROJECT	SALES REP	PO#	JOB#
Stone Residence- 24 Rowe Ave -foam	Sean Barnaby		7593180- 2I
	(207) 797-8887		

Work Area	Inventory Item	Option Price
Roof Line	Huntsman Heatlok HFO Summer 5" R-37.00 Closed-Cell Foam	
Roof Line	Huntsman Heatlok HFO Summer 5" R-37.00 Closed-Cell Foam	

Base Price:	**$9,463.00**
Option Price:	**$0.00**
Invoice Total:	**$9,463.00**
Retainage:	**$0.00**
Job Deposit:	**($2,269.00)**
Payments/Adjustments Received	**($2,589.51)**
Balance Due:	**$4,604.49**
Current Due:	**$4,604.49**

Please Pay This Amount

Please include your invoice number on your remittance

We've Moved!
Our new address is: Northeast Spray Insulation, 511 Riverside Industrial Parkway, Portland, ME 04103

TERMS: 30% Deposit, Net 10 days; Deposit required prior to starting work. 1.5% late payment charge on balances outstanding more than 10 days from date of invoice (18% annum). In any dispute involving monies owed, Northeast Spray Insulation shall be entitled to all costs of collections, including reasonable attorney's fees and all accrued late fees.

NORTHEAST SPRAY INSULATION

INVOICE 19118355

Northeast Spray Insulation (352)
511 Riverside Industrial Parkway
PORTLAND ME 04103
(207) 797-8887

www.ne-spray.com

INVOICE DATE
9/9/2025

BILL TO
STON05 Spencer Stone 24 Rowe Ave PORTLAND, ME 04102

Job Address
Job Stone Residence- 24 Rowe Ave **Phase** Stone Residence- 24 Rowe Ave Basament Foam **Job Address** 24 Rowe Ave PORTLAND, ME 04102

PROJECT	SALES REP	PO#	JOB#
Stone Residence- 24 Rowe Ave Basament Foam	Sean Barnaby		7593180- 2I
	(207) 797-8887		

Work Area	Inventory Item	Option Price
Basement Foundation Walls	Huntsman Heatlok HFO Summer 2" R-14.00 Closed-Cell Foam	
Basement Foundation Walls	No-Burn Plus Thermal Barrier (Sq Ft per Gallon)	

Base Price:	**$2,052.00**
Option Price:	**$0.00**
Invoice Total:	**$2,052.00**
Retainage:	**$0.00**
Job Deposit:	**($615.00)**
Payments/Adjustments Received	**$0.00**
Balance Due:	**$1,437.00**
Current Due:	**$1,437.00**

Please Pay This Amount

Please include your invoice number on your remittance

We've Moved!
Our new address is: Northeast Spray Insulation, 511 Riverside Industrial Parkway, Portland, ME 04103

TERMS: 30% Deposit, Net 10 days; Deposit required prior to starting work. 1.5% late payment charge on balances outstanding more than 10 days from date of invoice (18% annum). In any dispute involving monies owed, Northeast Spray Insulation shall be entitled to all costs of collections, including reasonable attorney's fees and all accrued late fees.

Gmail **Spencer Stone <stonespencer92@gmail.com>**

MJR LLC sent you an estimate

noreply@simplywise.com <noreply@simplywise.com> Thu, Dec 4, 2025 at 8:44 AM
Reply-To: BEWM.bgarrity@yahoo.com
To: stonespencer92@gmail.com
Cc: BEWM.bgarrity@yahoo.com

New Cost Estimate Available

We have carefully reviewed the scope of work for your project, Estimate Dec 03, involving framing, trim work, drywall installation, and finishing.

Our total estimated cost for the project is $4,646.61.

With our team's expertise, we ensure high-quality craftsmanship and attention to detail in every aspect of the work.

We invite you to review the estimate and contact us to discuss the project further and answer any questions you may have.

View Estimate

Email: BEWM.bgarrity@yahoo.com
Phone: +12073176425

Item	Price
PURDY 18-3/8-IN WHITE DOV Item #: 373072 2 @ 11.98	$ 23.96
VALSPAR 4 3/8-IN WOVN ROL Item #: 1034389 2 @ 7.98	$ 15.96
PS 1-MIL 10X20 PLSTC DC (Item #: 3487101 1 @ 4.98	$ 4.98
LOWE'S PAINT CAN OPENER Item #: 307103 1 @ 0.88	$ 0.88
HEAVY DUTY PAINT PAIL LIN	$ 4.79

Item #: 6274117

1 @ 4.79

1G SIGNATURE FLAT CEILING	$ 77.96
Item #: 670365	
2 @ 38.98	
ME PAINTCARE RECOVERY FEE	2.20
VALSPAR PVA PRIMER 1G	$ 29.96
Item #: 305011	
2 @ 14.98	
ME PAINTCARE RECOVERY FEE	2.20
HGSW SAMPLE BASE C	$ 34.90
Item #: 4884719	
5 @ 6.98	
Invoice 80106 Subtotal	$ 193.39

Invoice 80106 Subtotal	$ 193.39
Subtotal	$ 197.79
Total Tax	$ 10.64
Total	$ 208.43

Total # of items purchased: 16
Excludes fees, services and special order items

Payment: AMEX ending in 1002	$ 203.43
AuthTime	01/01/26 16:24:33
AuthCD	184263
REFID	194615106699
Payment: My Lowe's Money 0000	$ 5.00
AuthTime	01/01/26 16:24:32
AuthCD	000000
Beginning Card Balance	$ 5.00
Card Transaction Amount	$ 5.00
Remaining Card Balance	$ 0.00
Order Date	01/01/26 16:24:39
Store #	1946
Terminal #	15

MyLowe's Rewards

Estimated points earned from purchase: *Points are awarded on eligible purchases for orders that have been settled and fulfilled.	282*

Gmail **Spencer Stone <stonespencer92@gmail.com>**

Successful Pickup for Order (#300901353252251143)

1 message

Lowe's Home Improvement <do-not-reply@confirmation.lowes.com> Fri, Dec 19, 2025 at 6:24 PM
To: stonespencer92@gmail.com

It Was Great to See You

Picked Up December 19, 2025

Order # **300901353252251143**

Total $171.47

Click the 'Order Details' button to view your invoice.

Order Details

The items below have been picked up.

Thank you for shopping at Lowe's!

Items Picked Up

Pickup Location

LOWE'S OF PORTLAND,
ME
1058 BRIGHTON AVENUE
PORTLAND, ME 04102

Armaly ProPlus ProPlus Yellow Heavy Duty Polyurethane Grout sponge 3 -Pack

QTY 1

Item #: **5107188** | Model #: **72633**
Unit Price: **$7.99** | Subtotal: **$7.99**

Valspar Pro Interior PVA Water-based Primer (1-gallon)

QTY 1

Item #: **305011** | Model #: **007.0305011.007**
Unit Price: **$14.98** | Subtotal: **$14.98**

Valspar Pro Interior PVA Water-based Primer (1-gallon)

QTY 1

Item #: **305011** | Model #: **007.0305011.007**
Unit Price: **$14.98** | Subtotal: **$14.98**

Let Us Know How We Did

We value your feedback. Please tell us about your experience.

This brief survey should only take about two minutes. We'll use your feedback to make future improvements.

Store Pickup: Our stores are busier than normal right now. Please wait for your 'Ready for Pickup' notification before heading to the Pickup Zone.

Payment Summary

Subtotal (2 items)	$85.96
Savings	($0.00)
Delivery	$0.00
Pick Up Fee	$0.00
Total Fee	$2.20
Total Tax	$4.73
MyLowe's Money	$5.00
Total	**$92.89**

**** **** **** 1002

Pickup Details

See estimated pickup dates(s) below.

We'll email you when the item(s) are ready.

Pickup Person

Spencer Stone

Assign or Modify Alternate Pickup Person

Customer Pickup Location

LOWE'S OF PORTLAND, ME
Store # 1946

1058 BRIGHTON AVENUE
PORTLAND, ME 04102
207-482-2800

Forget something?

Add Items to Order

Eggshell Base B Tintable Interior Paint Paint + Primer (**QTY**

1-gallon) **1**

Item #: **773972** I Model #: **007.0773972.007**
Unit Price: **$42.98** I Subtotal: **$42.98**

Estimated Pickup Date: **Jan. 16, 2026**

Eggshell Base B Tintable Interior Paint Paint + Primer (1-gallon) **QTY 1**

Item #: **773972** I Model #: **007.0773972.007**
Unit Price: **$42.98** I Subtotal: **$42.98**

Estimated Pickup Date: **Jan. 16, 2026**

Returns will reflect the value of the items purchased

mylowe's Rewards

Points **+121**
Estimate earned from purchase †

Save 5%* everyday when you use your MyLowe's Rewards Credit Card

Store Pickup: Our stores are busier than normal right now. Please wait for your 'Ready for Pickup' notification before heading to the Pickup Zone.

Payment Summary

Subtotal (7 items)	$97.66
Savings	($0.00)
Delivery	$0.00
Pick Up Fee	$0.00
Total Fee	$0.00
Total Tax	$5.37
Total	**$103.03**

**** **** **** 1002

Pickup Details

See estimated pickup dates(s) below.

We'll email you when the item(s) are ready.

Pickup Person

Spencer Stone

Assign or Modify Alternate Pickup Person

Customer Pickup Location

LOWE'S OF PORTLAND, ME
Store # 1946

1058 BRIGHTON AVENUE
PORTLAND, ME 04102
207-482-2800

Forget something?

Add Items to Order

2-gallon Plastic General bucket

QTY
1

Item #: **954438** | Model #: **PN0144**
Unit Price: **$2.98** | Subtotal: **$2.98**

Estimated Pickup Date: **Dec. 23, 2025**

2000 -Lumens Halogen Plug-in Stand Work Light

QTY
1

Item #: **1158788** | Model #: **MPL1034-C250K9030**
Unit Price: **$18.28** | Subtotal: **$18.28**

Estimated Pickup Date: **Dec. 23, 2025**

18-in x 3/8-in Nap WhiteDove Standard Woven Paint Roller Cover

QTY
1

Item #: **373072** | Model #: **14H670182**
Unit Price: **$11.98** | Subtotal: **$11.98**

Estimated Pickup Date: **Dec. 23, 2025**

NEST 3 -Pack 18-in Disposable Paint Tray Liner

QTY
1

Item #: **1068245** | Model #: **14T904000**
Unit Price: **$8.98** | Subtotal: **$8.98**

Estimated Pickup Date: **Dec. 23, 2025**

NEST 26.0-in Paint Tray

QTY
1

Item #: **1034403** | Model #: **15T903000**
Unit Price: **$19.98** | Subtotal: **$19.98**

Estimated Pickup Date: **Dec. 23, 2025**

Revolution 18-in Plastic Standard Paint Roller Frame

QTY
1

Item #: **373037** | Model #: **14A753018**
Unit Price: **$24.48** | Subtotal: **$24.48**

Estimated Pickup Date: **Dec. 23, 2025**

169 -oz Lemon Liquid All-Purpose Cleaner

QTY
1

Item #: **5363669** | Model #: **61037885**
Unit Price: **$10.98** | Subtotal: **$10.98**

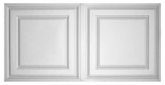
Estimated Pickup Date: **Dec. 23, 2025**

Returns will reflect the value of the items purchased

mylowe's Rewards

Points
Estimate earned from purchase †

+146



Ceilume Stratford Feather-Light White 2 ft. x 4 ft. Lay-in Ceiling Panel (Case of 10)

Store SKU #1002082414
Internet #300269415
3 x $147.00 **$441.00**

Your Total

Subtotal	$441.00
Delivery	FREE
Sales Tax	$24.26
Total	**$465.26**

Card ending in 1002

Purchase Information

Online orders may be canceled through your Home Depot MyAccount up to 15 minutes after purchase.

See cancelation rules and details.

Let us know if you need help.

Text 'Support' to 38698

Call 800-430-3376

Maine Pro Builders

Windham, Maine, 04062
2073324787

Invoice from Spencer's Bathroom remodel

Date
Oct 9, 2025

Bill To
Spencer
24 rowe ave
portland, Maine, 04102
stonespencer92@gmail.com

Invoice
IN-10052
Paid

#	Tile bathroom Shower	hours	labor	Unit Price	Total
1	**Tile**	**1**	**$1,087.50**	**$1,087.50**	**$1,087.50**
1.1	**completion of tile** remaining balance Taxable: Taxable	1	$1,087.50	$1,087.50	$1,087.50
2	**Plumbing**	**3**	**$228.40**	**$228.40**	**$228.40**
2.1	**Ball Valve** Taxable: Taxable	2	$36.34	$36.34	$72.67
2.2	**labor** Taxable: Taxable	1	$155.73	$155.73	$155.73

Subtotal	$1,315.90
Tax Maine (5%)	$65.80
Total	**$1,381.70**
Amount Paid	$1,381.70
Balance Due	**$0.00**

Payments

$1,381.70

Paid

Balance

Paid: Oct 13, 2025

Payment Method: Credit Card

$0.00

Upcoming

Upon completion

Maine Pro Builders

Windham, Maine, 04062
2073324787

Spencer's Bathroom remodel

Date
Aug 2, 2025

Bill To
Spencer
24 rowe ave
portland, Maine, 04102
stonespencer92@gmail.com

Change Order
CO-10012
Paid

#	Change Order	hours	Unit	Unit Price	Total
1	**materials only**			**$661.55**	**$661.55**
1.1	**Run 14-2 Wire From Second Floor To Service Panel** Includes breaker installation in basement service panel. 1. 50 ft 14-2 wire 2. breaker 3. outlet plus plate Type: Material	1		$233.64	$233.64
1.2	**Install Quarter Round Trim** Includes materials for 18 linear feet of quarter round trim installation. Type: Material & Labor	18	ft	$10.38	$186.91
1.3	**Install Jolly Ceramic Tile** Installation of two 8 ft lengths of jolly ceramic tile. Type: Material & Labor	25	ft	$5.18	$129.54
1.4	**stackable 10 ft extension cord** Type: Material	1		$64.73	$64.73

#	Change Order		hours	Unit	Unit Price	Total
1.5		**consumables** 1. cleaning rags 2. ram board (floor protector) 3. sponges 4. tape 5. brushes n rollers 6. Type: Material	1		$46.73	$46.73

Subtotal	$661.55
Fee	$0.00
Tax Maine (5.5%)	$6.13
Total	**$667.68**
Amount Paid	$667.68
Unapplied Payments	$667.68
Balance Due	**$0.00**

Payments

$667.68

Paid

Payment 1

Paid: Aug 20, 2025
Payment Method: Credit Card

Signature

Click here to sign

Maine Pro Builders

Company Signature

Client Signature

Maine Pro Builders

Windham, Maine, 04062
2073324787

Spencer's Bathroom remodel

Date
Jun 13, 2025

Bill To
Spencer
24 rowe ave
portland, Maine, 04102
stonespencer92@gmail.com

Estimate
ES-10159
Paid

#	Bathroom remodel	hours	labor	Unit Price	Total
1	**Bathroom**	**8.5**	**$4,971.34**	**$4,971.34**	**$4,971.34**
1.1	**Bathtub Removal** Taxable: Non Taxable	1	$519.20	$519.20	$519.20
1.2	**Shower Base Installation** Taxable: Non Taxable	1	$1,038.40	$1,038.40	$1,038.40
1.3	**Shower Wall Installation** waterproofing Taxable: Non Taxable	1	$1,557.60	$1,557.60	$1,557.60
1.4	**Glass Shower Door Installation** Taxable: Non Taxable	1	$519.20	$519.20	$519.20

#	Bathroom remodel	hours	labor	Unit Price	Total
1.5	**Vanity install** vanity included Taxable: Taxable	1	$882.64	$882.64	$882.64
1.6	**vent replacement** Taxable: Taxable	2.5	$129.80	$129.80	$324.50
1.7	**patch wall along old plumbing** Taxable: Taxable	1	$129.80	$129.80	$129.80
2	**Plumbing**	**6.5**	**$3,322.88**	**$3,322.88**	**$3,322.88**
2.1	**Plumbing – Full System (Bath + Laundry)** Install all new plumbing lines for bathroom and laundry, including hot/cold supply, waste/vent, shutoffs, standpipe, and all rough-in and finish plumbing. Taxable: Non Taxable	1	$0.00	$0.00	$0.00
2.2	**Shower Fixture Installation** Taxable: Non Taxable	1	$726.88	$726.88	$726.88
2.3	**Plumbing** Plumbing for stackable washer dryer Taxable: Non Taxable	1	$1,557.60	$1,557.60	$1,557.60

#	Bathroom remodel	hours	labor	Unit Price	Total
2.4	**Replace cast iron heater** Taxable: Taxable	1	$674.96	$674.96	$674.96
2.5	**under vanity plumbing** Taxable: Taxable	2.5	$145.38	$145.38	$363.44
3	**Framing**	**1**	**$1,557.60**	**$1,557.60**	**$1,557.60**
3.1	**Framing** Frame a small area to add a stackable washer dryer Taxable: Non Taxable	1	$1,557.60	$1,557.60	$1,557.60
4	**Materials**	**6**	**$1,479.72**	**$1,479.72**	**$1,479.72**
4.1	**plumbing materials** Taxable: Taxable	1	$519.20	$519.20	$519.20
4.2	**framing** Taxable: Taxable	1	$311.52	$311.52	$311.52
4.3	**exhaust vents** Taxable: Taxable	1	$311.52	$311.52	$311.52
4.4	**forced hot water heater** Taxable: Taxable	1	$77.88	$77.88	$77.88

#	Bathroom remodel		hours	labor	Unit Price	Total
4.5		**plumbing for vanity** Taxable: Taxable	1	$155.76	$155.76	$155.76
4.6		**Filling/Sealant** Taxable: Taxable	1	$103.84	$103.84	$103.84

Subtotal	$11,331.54
Tax Maine (5.5%)	$212.03
Total	**$11,543.57**
Amount Paid	$11,543.57
Unapplied Payments	$11,543.57
Balance Due	**$0.00**

Payments

$3,463.07 Paid

Deposit

Paid: Jul 9, 2025
Payment Method: Credit Card

$8,080.50 Paid

Upon completion

Paid: Aug 20, 2025
Payment Method: Credit Card

Signature

Maine Pro Builders

Company Signature

Client Signature

Item #	Item Description	Model #	Qty.	UoM	Load Indicator	Unit Price	Ext. Price
8144315	by Whirlpool 6.7-cu ft Vented Electric Dryer (White)	RED3005TW	1		LD	$499.00	$499.00
2	Lowes Delivery Service Item $79.00 Original Price $40.00 $39 Delivery	RED3005TW	1			$39.00	$39.00
# of Items Discounted: 1 Total Savings : $40.00							

Fulfillment Information		Tender Information		Payment Information	
Location:	3898	**AMEX 1002 :**	$620.34	**Subtotal:**	$499.00
Sales Date:	06/11/2026			**Shipping / Delivery:**	$39.00
Fulfillment #:	75621			**Total Fee:**	$0.00
				Total Tax:	$32.34
				Total:	$620.34

Billing Information

Charges will apply to your credit card or loan at time of fulfillment. Picked up or shipped orders will be charged when pick up or shipping processes begin. Lowe's delivery orders will charge up to 48 hours before your scheduled delivery. For installation projects, see contract for details. If any part of your order is cancelled prior to fulfillment, your pending charges will be adjusted. If you have any questions about your order, please call Customer Care at 1-800-44-LOWES (56937).

If your receipt includes a No Interest if Paid in Full (Deferred Interest) promotional purchase, please visit www.mysynchrony.com/deferred-interest for additional information about how this type of promotion works.

Lowe's Price Match Guarantee

For details on our price match guarantee, please visit lowes.com/pricematch

Returns and Refunds Policy

Thank you for shopping at Lowe's. To see our return policy, visit Lowes.com/returns.

Item #	Item Description	Model #	Qty.	UoM	Load Indicator	Unit Price	Ext. Price
5327203	1-1/2-in to 4-in dia Galvanized Adjustable clamp	LTS-103127	1		LD	$3.68	$3.68
246995	2 -Pack 6-ft 3/4 -in FHT Inlet x 3/4 -in FHT Outlet Stainless steel Washing machine connector	98506	1		LD	$36.48	$36.48
2	Lowes Delivery Service Item $79.00 Original Price $50.00 $29 Delivery	WKEX200HBA	1			$29.00	$29.00
1790033	Dryer vent (silver)	1790033	1		LD	$19.98	$19.98
3746342	WashTower Stacked Laundry Center with 4.5-cu ft Front load Washer and Electric 7.4-cu ft Dryer (ENERGY STAR)	WKEX200HBA	1		LD	$2,098.00	$2,098.00
5327203	1-1/2-in to 4-in dia Galvanized Adjustable clamp	LTS-103127	1		LD	$3.68	$3.68
333552	6-ft 30 -Amp 4 -Prong Black Dryer Appliance Power Cord	UTD100406	1		LD	$28.48	$28.48
# of Items Discounted: 1 Total Savings : $50.00							

Fulfillment Information		**Tender Information**		**Payment Information**	
Location:	3898	**AMEX 1002 :**	$2,341.36	**Subtotal:**	$2,190.30
Sales Date:	07/28/2025			**Shipping / Delivery:**	$29.00
Fulfillment #:	89999			**Total Fee:**	$0.00
				Total Tax:	$122.06
				Total:	$2,341.36

Billing Information

Charges will apply to your credit card or loan at time of fulfillment. Picked up or shipped orders will be charged when pick up or shipping processes begin. Lowe's delivery orders will charge up to 48 hours before your scheduled delivery. For installation projects, see contract for details. If any part of your order is cancelled prior to fulfillment, your pending charges will be adjusted. If you have any questions about your order, please call Customer Care at 1-800-44-LOWES (56937).

If your receipt includes a No Interest if Paid in Full (Deferred Interest) promotional purchase, please visit www.mysynchrony.com/deferred-interest for additional information about how this type of promotion works.

Gmail **Spencer Stone <stonespencer92@gmail.com>**

You paid Trey Gadbois $1,038.81

1 message

Venmo <venmo@venmo.com> Sat, Jun 7, 2025 at 1:25 PM
Reply-To: Venmo No-reply <no-reply@venmo.com>
To: stonespencer92@gmail.com

venmo

You paid Trey Gadbois

$^{\$}1038^{81}$

24 Rowe Ave deposit

See transaction

Gmail **Spencer Stone <stonespencer92@gmail.com>**

You paid Trey Gadbois $1,850.19
1 message

Venmo <venmo@venmo.com> Sun, Jun 29, 2025 at 10:19 AM
Reply-To: Venmo No-reply <no-reply@venmo.com>
To: stonespencer92@gmail.com

venmo

You paid Trey Gadbois

$1850.19

House gutter

See transaction

Gmail

Spencer Stone <stonespencer92@gmail.com>

You paid Trey Gadbois $350.00
1 message

Venmo <venmo@venmo.com> Sun, Jun 29, 2025 at 10:26 AM
Reply-To: Venmo No-reply <no-reply@venmo.com>
To: stonespencer92@gmail.com

venmo

You paid Trey Gadbois

$350.00

Garage deposit

See transaction

Gmail

Spencer Stone <stonespencer92@gmail.com>

You paid Trey Gadbois $648.73

1 message

Venmo <venmo@venmo.com> Thu, Jul 10, 2025 at 8:00 PM
Reply-To: Venmo No-reply <no-reply@venmo.com>
To: stonespencer92@gmail.com

venmo

You paid Trey Gadbois

$648.73

Thanks Trey! 💦

See transaction