



REMOTE RENT BOARD COMMITTEE

October 27, 2021

5:00 PM

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- II. Roll Call
- III. Minutes
 - a. September 22, 2021 Minutes
- IV. Communications
 - a. Public Comment
- V. Unfinished Business
 - a. Amended Increased Housing Service Costs
- VI. New Business
 - a. Rent Increase Application - Public Comment
Landlord: Maria Synder - MAS Assets LLC
Property Address: 1060 Forest Ave, 1st Floor Unit & 2nd Floor Unit
CBL: 146-B-012-001
Type of Increases:
 - 1. Renovation of a unit or Reconfiguration of one or more units
 - 2. Capital improvement costs, including financing costs
 - b. Rent Increase Application - Public Comment
Landlord: Shepley LLC
Property Address: 18 Casco Street, See attached units
CBL: 037-C-006-001
Type of Increase: Renovation of a unit or Reconfiguration of one or more units
 - c. Rent Increase Application - Public Comment
Landlord: Ambassador LLC
Property Address: 37 Casco Street, See attached units
CBL: 037-D-007-001
Type of Increase:
 - 1. Capital improvement costs, including financing costs
 - 2. Fair rate of return
 - d. Rent Increase History Request Form
 - e. Template for 75-Day Notice of Rent Increase

QUARTERLY CHECK-IN OF LESSONS LEARNED

ADJOURN

Minutes

Remote Rent Board Meeting - Held Via Zoom
Wednesday, September 22, 2021

Start time: 5:03pm

II. Roll Call - 00:00:27

Austin Sims, Homeowner, District 5 - Chair
Barbara Vestal, Landlord, At-Large - Vice Chair
Christopher "Buddy" Moore, Tenant, District 1
Elliott Simpson, Tenant, District 3
Ian McCracken, Landlord, District 4 (late)
Elias Kann, Tenant, At-Large

There is one vacancy within the Board, so there are only 6 Board members until filled.

Staff present:

Anne Torregrossa, Corporation Counsel (late)
Katlyn Sawyer, Licensing & Registration Coordinator
Zachary Lenhert Licensing & Housing Safety Manager

III. Minutes - 00:01:14

Barbara Vestal had a few amendments to the minutes that included:

1. Section V, Page 2, Paragraph 1 - Change the sentence "Buddy Moore presented the document" to "Buddy Moore presented a San Jose annual rent adjustment study"
2. Section V, Page 2, Paragraph 2 - replace "Richard Rent Stabilization" with "Richmond, California Rent Stabilization"
3. Section VI, Part B, Page 4, 3rd Finding - replace "toilet paper" with "toilet valve"
4. Section VI, Part C, Page 5 - Add to the end of the item "The matter concluded with no action taken"
5. Section VI, Part E, Page 5 - Insert after paragraph 2 "Barbara Vestal questioned how inflation was incorporated on the form. No action was taken"

2nd by Elliott Simpson
Vote: 6-0

IV. Communications - 00:06:42

A. Housing Safety Memo

The Chair had noted that he and the Vice Chair had met with the Mayor and City Manager's office about finding funding for translation costs as part of the Rent Control/Rent Board documents

V. Unfinished Business - 00:10:33

A. Amended Housing Service Increase Worksheet

Buddy Moore had added the bold paragraph at the top of the form as a description to explain what this form would be used for. Following that he added a paragraph for instructions on how the form should be filled out.

Under the line item of Taxes, he added a note that this would "NOT be those due to changes in mil rate"

On page 2, he created tables to show how one would adjust any increase in housing service costs for inflation.

The Chair pointed out that there should be a link as to where the CPI is published and that the CPI calculation should read "1.043" versus ".043"

The Vice Chair had concerns over the wording of "previous year costs" that previous would have to mean the immediately previous year when it could be any prior year

Board members discussed CPI adjustments on housing service costs and how it reads in the ordinance, and that the applicant should note which year they might be designating as a previous year.

No action was taken.

B. Rent Increase Application Summaries - 00:34:20

The Chair advised that members of the public reach out to rentboard@portlandmaine.gov with any suggestions to be added or removed from the summary with an explanation of why.

Elliott Simpson had suggested that the summaries also include the number of bedrooms and bathrooms within each unit that is having a rent increase requested.

C. Rent Increase Application - Public Comment - 00:45:05

Landlord: Randy Johnson

Property Address: 23 Devonshire St #23

CBL: 082-B-021-001

Type of Increases: 1. Increased housing service costs 2. Fair rate of return

The Landlord mentioned that the previous tenant had passed away but was a smoker and so the apartment was heavily damaged. This required paint, trim, doors, new bathroom flooring, etc. The rent was at \$800.00 way below market value and would like to recoup the costs from those renovations.

There are no current tenants as the unit is vacant.

No public comment was taken as there were no objections.

Discussion between Board members and the Landlord are as follows:

- This is a 2-unit building with units on the 1st and 2nd floor that consist of the same size. Rent charged is the same for the 2nd floor unit.

- The \$1,500 proposed rent increase does include the CPI, new tenancy, tax rate adjustment, with the remaining being capital improvement costs.

- The Landlord is aware of the 10% cap and so if the Board was to approve the proposed rent of \$1,500; the Landlord could only take \$80 per year.

- Fair rate of return and market rate are not one in the same

- The Landlord mentioned on the application that he borrowed money - the Board would need to know details of this to base the amortization on.

- Housing Service costs worksheet is a breakdown of items with comparison years

- The Landlord does not need Board approval for the tax rate adjustment, CPI, or new tenancy

Discussion between Board members concluded:

- The total cost of improvements was \$14,304

- Over a 5 year amortization schedule, the monthly increase of \$238.40 would be allowed

- The Landlord did not provide enough information to grant a rent increase related to a fair rate of return, and that the Landlord may reapply in the future with sufficient documentation

Initially the Vice Chair made a motion that in addition to already authorized vacancy adjustment for changes in real estate taxes and CPI that the Board approves a rent increase for capital improvements of \$238.40 based on a 5-year amortization of \$14,304. The Landlord would be allowed to take full capital improvement increases in the first year without being limited to the 10% increase. The Board agrees this does not preclude a later application based on fair rate of return based on base year yielding other than a fair return

2nd by Ian McCracken

Vote: 3-3

(Buddy Moore, Elias Kann, and the Chair voted against this motion)

Elias Kann had then made an amendment to Barbara's in that the Landlord would be capped at the 10% increase until additional requirements were provided for a fair rate of return.

After further discussion from Board members, the Chair made a motion to accept Elias' version of the motion

2nd by Buddy Moore

Vote: 5-1

(Ian McCracken voted against this motion)

The Chair will submit what further information a Landlord can submit for a fair rate of return.

Elias requested that another item be added to the agenda and moved to follow after all rent increase applications have been heard. This was to discuss and determine what that sufficient information for a fair rate of return might include.

2nd by the Chair

Vote: 6-0

VI. New Business -

A. Rent Increase Application - Public Comment - 01:57:56

Landlord: Peter Colesworthy - Woodford Arms Inc

Property Address: 168 Woodford St #7 CBL: 124-J-014-001

Type of Increase: 1. Capital improvement costs

The Landlord mentioned that the previous tenant had moved out. He did two significant capital improvements to the unit. One being replacing the bathtub and shower surround for a cost of \$2,500.00 and the other being the pad and carpet within the unit for a cost of \$2,190.96; which brings the total cost to \$4,690.96.

He requests that to recoup these expenses over a 60 month amortization period which would come out to \$78 per month. He is however aware of the 10% cap which would end up being \$55 per month, with the rest being banked rent for 2023.

As mentioned above, there are no current tenants as the unit is vacant.

No public comment was taken as there were no objectors.

The Board did not have any questions for the Landlord and moved straight into deliberation.

The Chair moved to accept the Landlord's application as presented.

2nd by Elia Kann

Vote: 6-0

B. Rent Increase Application - Public Comment - 02:07:39

Landlord: Thomas Watson - West Street Partners LLC

Property Address: 40 West St #42-2 CBL: 063-H-004-001

Type of Increase: 1. Renovation of a unit or Reconfiguration of one or more units

The Landlord intends to invest \$12,521.52 as renovations to the unit based on a work estimate provided. He would like to seek a new base rent under Section 6-233(c) and to help improve the housing stock. This also gives the opportunity to determine what is a reasonable rent as opposed to a rent increase. He also referenced HUD guidelines to determine what is affordable along with an example of a calculation.

There are no current tenants as the unit is vacant.

Public comment was opened at 02:11:49

The one person who spoke was in favor of the Landlord's request

Public comment was closed at 02:13:00

The discussion with the Board and Landlord:

-Seeking clarification from the Landlord that the work has not yet been done, which the Landlord confirmed that was correct

-How the Landlord got the numbers leading to a total cost for an estimate. He stated that it came from Port Property Management.

-The Landlord bought the property in 2020. He also confirmed that there will be no change in floor plan or moving of walls

Public comment was reopened 02:25:27

General consensus from members of the public is that there's a necessity to determine what the definition of renovation truly is or better yet, what would not fall under classification of renovation

Public comment closed at 02:34:00

After much deliberation with the Board, the Vice Chair moves to approve the application for the proposed new base rent at \$1,450 based on 6-233(c) renovation

2nd by Ian McCracken

Vote: 2-4

(Buddy Moore, Elliott Simpson, Elias Kann, and the Chair voted against the motion)

The Chair did propose that the Board could review this application as a capital improvement rent increase based on a 5 year amortization with the offer to apply in the future for fair rate of return

The Vice Chair added that this would come out to an increase of rent of \$208 per month, which added to the base rent of \$925 would equal \$1,133 and be subject to the 10% cap.

The Landlord agreed to amend the application to be reviewed under capital improvements versus renovation of a new base rent

The Vice Chair moved to accept the agreement of the Landlord to amend pending proposal to make a determination based on capital improvements of \$12,521.52 amortized over 5 years resulting in a \$208 rent increase with proviso of the applicant not precluded from coming back with an application based on fair rate of return in the future

2nd by Elias Kann

Vote: 6-0

C. Rent Increase Application - Public Comment - 03:31:05

Landlord: East Danforth LLC

Property Address: 67 Danforth St #67-1, #67-2, #67-3, #67-4, #69-1, #69-2, #69-3

CBL: 040-A-022-001

Type of Increases: 1. Capital improvement costs 2. Fair rate of return

The Landlord installed a life safety fire alarm system that costs \$35,904.69 towards capital improvements. He also included a presentation for a fair rate of return at this property.

No tenants spoke as an objector.

Public comment was received in regards to making exceptions of exceeding 10% cap.

The Chair moved to accept the application as presented

2nd by Elias Kann

Vote: 6-0

Ian McCracken had suggested about adding an agenda topic to the end of the next meeting to discuss about items/things learned

The Chair formally requested that an agenda item "Quarterly Check-In of Lessons Learned" including top level items from the 9/22/21 Rent Board meeting be added as a final agenda item for the 10/27/21 Rent Board meeting

The Board discussed additional application evidence to be submitted for a fair rate of return
Floor plan
Financials
Relevant units in the area
Amount of rent charged of units of comparable square footage in the immediate vicinity
Factors:

- Rent charged abnormally low due to Landlord making substantial capital improvements not reflected in base year rents
- Substantial repairs due to exceptional circumstances
- Other expenses unreasonably high
- Base year rents did not reflect market transactions which may be a special relationship between Landlord and Tenant

The Chair will follow up with Housing Safety for a quick list

At **04:11:00** The Board reviewed the final decision forms in regards to the Rent Increase applications that were sought before the Board and they are as follows

1. 23 Devonshire Street
Vote: 6-0
2. 168 Woodford Street
Vote: 6-0
3. 40 West Street
Vote: 6-0
4. 67 Danforth Street
Vote: 6-0

VII. Adjourn - 04:31:45

Meeting end time: 9:35



CITY OF PORTLAND
Permitting and Inspections Department
Increased Housing Service Costs Worksheet

Please use this worksheet to calculate any changes in Housing Services costs from one year to another. This is only for changes to existing service costs or for new housing services that were not previously provided. If you have any questions, please consult the Housing Safety Office at the number and email address at the bottom of the page.

Instructions: In the first table, enter the current year cost and the previous year cost of each relevant Housing Service. Add the totals of each column. Then, use the bottom table to subtract your total reference year costs from your current year cost to find your allowable increase amount.

Note: No total Rent Stabilization Allowance for a given year may exceed 10%. Any cost of housing service increases over 10% may be banked for subsequent yearly increases.

Type of Service Cost	Current Year Cost	Reference Year Cost
Tax (NOT those due to changes in mil rate)		
Heating Costs (e.g., Gas, Propane, Oil, etc.) Costs and Repairs		
Utility Costs		
Management Fees		
Insurance (Fire/Liability)		
Legal Fees		
Accounting Fees		
Furnishings		
Laundry Facilities		
Trash Removal		
New Appliances		
Smoke and Carbon Monoxide Detectors		
Maintenance and General Repair Expenses		
Fire Alarm and Sprinkler System Maintenance		

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Parking		
Security Services		
Employee Services		
Emergency Response Services		
Snow Plowing		
Labor Costs		
Supplies		
HVAC/Ventilation/Air Conditioning Repairs		
Elevator Services Costs and Repairs		
Cleaning		
Other (specify):		
Total:		

Total Current Year Cost	-	Reference Year Cost	= Additional Rent Increase Allowance
	-		=

Any additional rent increase allowance must be approved by the Rent Board.

Please attach copies of invoices, receipts, canceled checks and other documents to verify the cost of housing service increases. Please arrange these in the order they appear on this worksheet, and number each page.

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, October 27, 2021

Landlord Name and Address:

Maria Synder
MAS Assets LLC
PO BOX 2112
South Portland, ME 04116

Owner Name and Address:

Same as above

Property Address, Unit, and CBL:

1060 Forest Ave, 1st floor unit & 2nd floor unit
146-B-012-001

Tenants/Interested Parties:

Both units listed above

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))

Base Rent:

1st floor unit - \$1,450.00
2nd floor unit - \$1,450.00

Current Rent:

1st floor unit - \$1,450.00
2nd floor unit - \$1,650.00

Proposed Rent:

1st floor unit - \$1,800.00
2nd floor unit - \$1,800.00

Summary of request:

The Landlord has provided an invoice from Cimino Construction in the amount of \$35,550.00 that includes:

- Paint & repair front porches
- Paint all stairwells
- Repair masonry stairs
- Add vinyl planking flooring on all stairwells
- Install new lighting stairwells exterior
- Repair exterior door openings, replace screen doors

The Landlord also provided numerous miscellaneous receipts that total \$8,524.05 for items such as:

- Batteries
- Patio Furniture
- Fire pit stones
- Mailboxes & keys
- Chandeliers
- Carpentry Supplies
- Outside Doors
- Doorknobs
- Outside door plates and shades
- Cellar cleanouts
- Stain for stairway and landings
- Paint

The grand total of receipts is \$44,074.05

**CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY**

Date of Hearing:

Wednesday, October 27, 2021

Landlord Name and Address:

Shepley LLC
82 Hanover St, Ste 5
Portland, ME 04101

Owner Name and Address:

Same as above

Landlord's Representative

Thomas Watson, Manager
Shepley LLC
82 Hanover St, Ste 5
Portland, ME 04101

Property Address, Unit, and CBL:

18 Casco Street - See attached spreadsheet for Unit #s
037-C-006-001

Tenants/Interested Parties:

See attached spreadsheet.
Unit B is vacant.

Type of Request:

Renovation of a unit or Reconfiguration of one or more units (6-233(c))

Base Rent:

See attached spreadsheet

Current Rent:

See attached spreadsheet

Proposed Rent:

See attached spreadsheet

Summary of request:

The Landlord has provided an estimate of \$628,181.00 for renovations to 38 of the 62 units at the property that include:

Kitchen: Cabinets, countertops, appliances, faucet & sink

Ceiling improvement

Hardwood Install & Refinishing

Ceiling Improvement

Vanity

Mirror & Medicine Cab

Tile Floor, Shower replacement

Electrical: Upgrades, Light fixtures

Painting

Demo & Disposal

Unit #	Exemption	Base Rent	Current Rent	Proposed Rent
1		\$1,700.00	\$1,700.00	\$1,950.00
3	Exempt from Rent Control	\$850.00	\$850.00	\$1,100.00
4		\$900.00	\$945.00	\$1,150.00
6		\$1,100.00	\$1,155.00	\$1,300.00
21		\$800.00	\$800.00	\$1,100.00
22		\$1,210.00	\$1,210.00	\$1,450.00
23A		\$900.00	\$900.00	\$1,200.00
24		\$1,200.00	\$1,200.00	\$1,500.00
26		\$1,100.00	\$1,100.00	\$1,200.00
32		\$825.00	\$825.00	\$1,050.00
32A		\$1,290.00	\$1,355.00	\$1,500.00
34A		\$1,025.00	\$1,025.00	\$1,200.00
35A		\$1,150.00	\$1,150.00	\$1,300.00
36		\$1,005.00	\$1,005.00	\$1,200.00
36A		\$950.00	\$950.00	\$1,300.00
41A		\$1,250.00	\$1,313.00	\$1,500.00
42		\$800.00	\$800.00	\$1,050.00
42A		\$1,300.00	\$1,300.00	\$1,500.00
43A		\$975.00	\$975.00	\$1,200.00
44		\$1,155.00	\$1,155.00	\$1,450.00
45A		\$1,050.00	\$1,050.00	\$1,300.00
46		\$900.00	\$900.00	\$1,200.00
51A		\$1,200.00	\$1,230.00	\$1,500.00
52		\$825.00	\$825.00	\$1,050.00
52A	Exempt from Rent Control	\$1,225.00	\$1,225.00	\$1,500.00
54		\$1,222.00	\$1,085.00	\$1,450.00
54A		\$1,000.00	\$1,000.00	\$1,200.00
55A		\$1,125.00	\$1,204.00	\$1,300.00
56		\$1,000.00	\$1,000.00	\$1,200.00
62		\$1,175.00	\$1,175.00	\$1,450.00
62A		\$1,300.00	\$1,300.00	\$1,500.00
63A		\$1,100.00	\$1,155.00	\$1,200.00
64A		\$1,025.00	\$1,025.00	\$1,200.00
65A		\$1,125.00	\$1,181.00	\$1,300.00
66		\$1,050.00	\$1,050.00	\$1,200.00
66A		\$1,160.00	\$1,160.00	\$1,300.00
B		\$1,000.00	\$900.00	\$1,400.00
C		\$950.00	\$950.00	\$1,400.00

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, October 27, 2021

Landlord Name and Address:

Ambassador LLC

82 Hanover St, Ste 5

Portland, ME 04101

Owner Name and Address:

Same as above

Landlord Representative:

Thomas Watson, Manager

Ambassador LLC

82 Hanover St, Ste 5

Portland, ME 04101

Property Address, Unit, and CBL:

37 Casco Street - See attached spreadsheet for Unit #s

037-D-007-001

Tenants/Interested Parties:

See attached spreadsheet (no vacant units)

Type of Request:

Capital improvement costs, including financing costs (6-234(b)(5)(a))

Fair rate of return (6-234(b)(5)(d))

Base Rent:

See attached spreadsheet

Current Rent:

See attached spreadsheet

Proposed Rent:

See attached spreadsheet

Summary of request:

The Landlord has submitted a cost for New Siding of \$121,088.00 per the worksheet with three invoices included.

The Landlord has also provided a proposal for a fair rate of return.

Unit #	Exemption	Base Rent	Current Rent	Proposed Rent
101		\$875.00	\$919.00	\$928.00
102		\$825.00	\$825.00	\$834.00
103		\$1,100.00	\$1,100.00	\$1,109.00
104		\$1,000.00	\$1,000.00	\$1,009.00
105		\$930.00	\$930.00	\$939.00
106		\$1,000.00	\$1,000.00	\$1,009.00
107		\$895.00	\$895.00	\$904.00
108		\$955.00	\$955.00	\$964.00
109		\$1,125.00	\$1,150.00	\$1,159.00
110		\$1,125.00	\$1,150.00	\$1,159.00
111		\$1,125.00	\$1,150.00	\$1,159.00
112		\$900.00	\$945.00	\$954.00
113		\$1,050.00	\$1,103.00	\$1,112.00
114		\$1,000.00	\$1,000.00	\$1,009.00
201		\$955.00	\$955.00	\$964.00
202	Exempt from Rent Control	\$900.00	\$900.00	\$909.00
203		\$1,100.00	\$1,177.00	\$1,186.00
204		\$1,125.00	\$1,150.00	\$1,159.00
205	Exempt from Rent Control	\$1,000.00	\$1,070.00	\$1,079.00
206		\$1,100.00	\$1,155.00	\$1,164.00
207		\$1,050.00	\$1,103.00	\$1,112.00
208		\$895.00	\$895.00	\$904.00
209		\$1,000.00	\$1,000.00	\$1,009.00
210		\$900.00	\$900.00	\$909.00
211	Exempt from Rent Control	\$1,100.00	\$1,100.00	\$1,109.00
212		\$1,100.00	\$1,100.00	\$1,109.00
213		\$1,100.00	\$1,177.00	\$1,186.00
214		\$950.00	\$950.00	\$959.00
301		\$950.00	\$950.00	\$959.00
302		\$900.00	\$945.00	\$954.00
303		\$980.00	\$1,029.00	\$1,038.00
304		\$1,100.00	\$1,155.00	\$1,164.00
305		\$900.00	\$945.00	\$954.00
306		\$1,050.00	\$1,050.00	\$1,059.00
307		\$975.00	\$1,024.00	\$1,033.00
308		\$875.00	\$875.00	\$884.00
309		\$1,100.00	\$1,100.00	\$1,109.00
310	Exempt from Rent Control	\$1,100.00	\$1,177.00	\$1,186.00
311		\$900.00	\$900.00	\$909.00
312		\$1,100.00	\$1,155.00	\$1,164.00
313		\$1,125.00	\$1,150.00	\$1,159.00
314		\$1,025.00	\$1,025.00	\$1,034.00

Unit #	Exemption	Base Rent	Current Rent	Proposed Rent
401		\$1,125.00	\$1,150.00	\$1,159.00
402	Exempt from Rent Control	\$1,000.00	\$1,000.00	\$1,009.00
403		\$1,050.00	\$1,050.00	\$1,059.00
404		\$1,100.00	\$1,100.00	\$1,109.00
405		\$1,050.00	\$1,103.00	\$1,112.00
406		\$1,100.00	\$1,155.00	\$1,164.00
407		\$1,000.00	\$1,050.00	\$1,059.00
408		\$975.00	\$1,034.00	\$1,043.00
409		\$900.00	\$900.00	\$909.00
410		\$1,100.00	\$1,155.00	\$1,164.00
411		\$900.00	\$900.00	\$909.00
412		\$930.00	\$930.00	\$939.00
413		\$905.00	\$905.00	\$914.00
414		\$980.00	\$980.00	\$989.00
501		\$930.00	\$930.00	\$939.00
502		\$900.00	\$900.00	\$909.00
503		\$1,000.00	\$1,000.00	\$1,009.00
504		\$1,077.00	\$1,077.00	\$1,086.00
505		\$930.00	\$930.00	\$939.00
506		\$1,100.00	\$1,100.00	\$1,109.00
507		\$950.00	\$950.00	\$959.00
508		\$1,100.00	\$1,100.00	\$1,109.00
509		\$1,125.00	\$1,150.00	\$1,159.00
510		\$960.00	\$1,008.00	\$1,017.00
511		\$900.00	\$900.00	\$909.00
512		\$1,125.00	\$1,150.00	\$1,159.00
513		\$1,100.00	\$1,100.00	\$1,109.00
514		\$1,300.00	\$1,300.00	\$1,309.00
601		\$1,150.00	\$1,150.00	\$1,159.00
602		\$1,000.00	\$1,050.00	\$1,059.00
603	Exempt from Rent Control	\$955.00	\$955.00	\$964.00
604		\$1,100.00	\$1,100.00	\$1,109.00
605		\$930.00	\$930.00	\$939.00
606		\$1,100.00	\$1,100.00	\$1,109.00
607		\$1,100.00	\$1,100.00	\$1,109.00
608		\$1,150.00	\$1,208.00	\$1,217.00
609		\$1,100.00	\$1,100.00	\$1,109.00
610		\$1,030.00	\$1,030.00	\$1,039.00
611		\$1,125.00	\$1,150.00	\$1,159.00
612		\$1,100.00	\$1,100.00	\$1,109.00
613		\$1,125.00	\$1,150.00	\$1,159.00
614		\$1,050.00	\$1,050.00	\$1,059.00

Unit #	Exemption	Base Rent	Current Rent	Proposed Rent
B		\$1,150.00	\$1,208.00	\$1,217.00
B1		\$1,100.00	\$1,100.00	\$1,109.00
B2		\$1,050.00	\$1,050.00	\$1,059.00
B3		\$950.00	\$998.00	\$1,007.00
B4		\$1,000.00	\$1,000.00	\$1,009.00
B5		\$900.00	\$900.00	\$909.00
B6		\$950.00	\$998.00	\$1,007.00
B7		\$1,023.00	\$1,046.00	\$1,055.00



CITY OF PORTLAND
Permitting and Inspections Department

Rent Increase History Request Form

Complete this form to request information about past rent increases for your rental unit.

Tenant Name(s): _____

Phone: (____) _____ - _____ **Email:** _____

Landlord Name: _____

Phone: (____) _____ - _____ **Email:** _____

Mailing Address: _____

Rental Property Address: _____ **Unit:** _____

Accommodations (please mark all that apply):

☐ I need an interpreter

☐ I need staff assistance

I am requesting the rent increase history for my rental unit...

FROM:

☐ Base Rent OR ☐ Other Date: _____

TO:

☐ Current Rent OR ☐ Other Date: _____

Tenant Signature

Date

75-Day Notice of Rent Increase

Tenant's name(s): _____

Address: _____ Unit No. _____ Portland, ME _____

Landlords *cannot* raise monthly rent by any more than 10% in a year and can only raise rent one time per rental year. Please consider this document as 75-day notice that your rent will increase for the reasons listed below:

Date tenancy began: _____

You are currently paying \$_____ per month

Your rent will increase by a total of \$_____per month (see below)

Your new rent will be \$_____per month, effective _____ (date)

Reason for increase (mark any that apply):

☐ Boston Metro CPI-U of _____ %

- Increase amount: \$_____ / month per unit

☐ Increased property taxes due to change in mil rate.

- Increase amount: \$_____ / month per unit

☐ Banked Rent: \$_____ /month

☐ Rent Board Approved Increase

- Type of increase: _____

- Increase Amount: \$_____ /month

Comments: _____

Sincerely,

Owner/Agent Printed Name

Owner/Agent Signature

Date