



RENT BOARD

June 22, 2022

5:00 PM

ZOOM INFORMATION:

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/82339838139?pwd=OHdNWGZmRmJIREQ4VIJKMUh0MjVtUT09>

Passcode: 767680

Or One tap mobile :

US: +13017158592,,82339838139#,,,,*767680# or
+13126266799,,82339838139#,,,,*767680#

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US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215
8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 823 3983 8139

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International numbers available: <https://portlandmaine-gov.zoom.us/j/82339838139?pwd=OHdNWGZmRmJIREQ4VIJKMUh0MjVtUT09>

ROLL CALL:

APPROVAL OF MINUTES

- a. May 25, 2022 Minutes

COMMUNICATIONS:

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

UNFINISHED BUSINESS:

- a. Discussion of Updated Forms
- b. Update on Annual Report to the City Council

NEW BUSINESS

- a. Rent Increase Application - Public Comment
Landlord: Bryant & Hesseltine LLC - Willa Vennema
Property Address: 5 Bryant Street (Single Family Home)
CBL: 129-C-002-001
Type of Increase: Fair Rate of Return
- b. Rent Increase Application - Public Comment
Landlord: Sesame Street Rentals - Katherine Freund
Property Address: 28 Crosby St, Units 28 & 28A
CBL: 135-E-024-001
Type of Increase: Capital Improvement Costs
- c. Rent Increase Application - Public Comment
Landlord: Hilary Shorey
Property Address: 96 Florida Ave (Single Family Home)
CBL: 403-A-007-001
Type of Increase: Fair Rate of Return
- d. Rent Increase Application - Public Comment
Landlord: Terrace Pond LLC
Landlord's Representative: Sean Duffy with Pizzo's Prop. Mgmt
Property Address: 723 Riverside St, Unit 110
CBL: 324-A-002-001
Type of Increase: Fair Rate of Return
- e. Rent Increase Application - Public Comment
Landlord: East Danforth LLC
Landlord's Representative: David Bergeron with Port Prop Mgmt
Property Address: 71 Danforth St, all 7 units
CBL: 040-A-019-001
Type of Increase: Capital Improvement Costs
- f. Rent Increase Application - Public Comment
Landlord: Eastern Residential LLC
Landlord's Representative: David Bergeron w/ Port Prop. Mgmt
Property Address: 304 Eastern Prom, Units 16-1 to 16-B

CBL: 015-B-001-002

Type of Increase: Capital Improvement Costs

- g. Rent Increase Application - Public Comment
Landlord: Shepley LLC
Landlord's Representative: David Bergeron w/ Port Prop. Mgmt
Property Address: 18 Casco St, all 62 units
CBL: 037-C-006-001
Type of Increase: Capital Improvement Costs
- h. Rent Increase Application - Public Comment
Landlord: Ambassador LLC
Landlord's Representative: David Bergeron w/ Port Prop. Mgmt
Property Address: 37 Casco St, all 92 units
CBL: 037-D-007-001
Type of Increase: Capital Improvement Costs

ADJOURN

Minutes

Remote Rent Board Meeting - Held Via Zoom
Wednesday, May 25, 2022

Start time: 5pm

II. Roll Call - 00:00:21

Elliott Simpson, Tenant, District 3 - Chair
Barbara Vestal, Landlord, At-Large - Vice Chair
Amir Familmohammadi, Tenant, District 1
Josef Kijewski, Homeowner, District 2
Ian McCracken, Landlord, District 4 (absent)
Austin Sims, Homeowner, District 5
Elias Kann, Tenant, At-Large

Staff present:

Kari Twaite, Corporation Counsel
Katlyn Sawyer, Licensing & Registration Coordinator
Zachary Lenhart Licensing & Housing Safety Manager

Before moving into the next agenda item, Elliott Simpson made the public aware that he is now the new Chair for the Rent Board based on a vote by members.

III. Minutes - 00:01:25

The Vice Chair had one amendment on Agenda Item V, Section B (123 Sherman Street) - to replace the first two sentences with "The Board failed to have a consensus of four votes on that item, so it was tabled to the next meeting by agreement with the applicant."

The Vice Chair makes a motion to approve the minutes with the above mentioned amendment. Seconded by Austin Sims. Vote: 6-0 (Ian McCracken is absent).

IV. Communications - 00:03:35

A. Public Comment Memo for Committees and Commissions 5/16/22

This was approved by the Council to act as a universal rule amongst all Boards and Committees regarding Public Comment and when it can be submitted to be added to the agenda.

B. Written Public Comment

No public comment was submitted for this meeting.

V. Unfinished Business - 00:05:02

There are no items to be discussed.

VI. New Business - 00:05:06

A. Discussion of the Rental Registration Data received from the Housing Safety Office

Elliott and Amir were tasked with this item from a prior meeting.

Amir stated that their goal was to determine if the data has enough data integrity and is representative of the population of renters and landlords in Portland, Maine; to be able to use it for conversations on fair rate of return and return on value standards for similarly situated housing.

Two checks were done - 1. Data integrity check and 2. Once any errors are omitted, is there enough meaningful data?

Elliott suggested maybe doing a memo based on their findings, outlining certain issues and how to fix them. Some members of the Board expressed their opinions regarding this.

Zachary Lenhert stated that some of the information was inputted by the Landlord or some was filled out on a form and then staff entered it into the system.

Associate Counsel, Kari Twaite, reminded Board members that they need to be mindful of personally identifiable information about individuals if they choose to submit certain data to the public and that it might be a FOIA request.

Austin Sims made a motion to have a memo prepared by either Amir and Elliott jointly, or separately, whichever they feel is appropriate with illustrative data examples to make the point of some of the constraints that the data has for the purposes of what the Board is discussing. Seconded by the Vice Chair. Vote: 6-0 (Ian is absent).

B. Planning for Annual Report as Required by the Ordinance - 00:24:35

The Chair stated that it's been over a year since the Board first formed, and while there is no set deadline for this, he believes that this report should be done in the near future.

Former Rent Board Member, Buddy Moore, had drafted an outline for the annual report back in January 2022. This document was shared on screen for the Board to review.

Amir volunteered to provide statistical data for the annual report, and Josef offered to assist Amir in that process.

Board members also addressed that lawsuit discussion should be limited to how they have affected the decisions of the Board. Associate Counsel, Kari Twaite, addressed that ongoing lawsuits should be noted generally but would need to be reviewed by her, before publishing into the annual report.

There were some concerns about how to divide the registration data by districts, as required by the ordinance.

Austin Sims made a motion to make a version of the report based on the information, provided the Board can make the alignment through the data. The five items that are included in the current outline are:

1. Summary of applications and cases the Board has heard
2. Timeline of the past year
3. Appointments to the Board
4. Rental unit availability
5. Lawsuits that have been settled and how they affected future decision making process

Seconded by the Vice Chair. Vote: 6-0 (Ian is absent)

The Chair asked for volunteers to work on the above mentioned parts of the report.

The Vice Chair will take on the lawsuit piece.

Amir volunteered to take on the rental unit availability.

The Chair volunteered to do the timeline of the past year. He will also take on the summary of applications and the appointments to the Board.

C. Fair Rate of Return Further Discussion - 01:01:40

Amir Familmohammadi asked if the Board could get year built, square footage, amongst other factors for each rental property.

While the information is now maintained by the Housing Safety Office, it may be available from the Assessor's office.

Austin Sims makes a motion to table the current agenda item in appreciation that the subsequent agenda item is required to make additional progress. Seconded by Amir. Vote: 6-0 (Ian is absent).

D. Updates to Application Forms - 01:20:38

Elliott has asked if guidance can be given from the Housing Safety Office for struggles that applicants have with the current forms.

Zachary Lenhert, from the Housing Safety Office, suggested that criteria be provided for what an applicant can submit depending on which rent increase they apply for. Similar to the Capital Improvement worksheet, but as it may apply for Fair Rate of Return, as staff has minimal guidance to provide to the public.

He also provided form recommendations such as whether a property is exempt or not, as the form would not be required. While there are many more adjustments that can be suggested, it would be best that whoever takes on the role of editing the forms, reaches out to Housing Safety for that information.

Landlord Application for Rent Increase

The Vice Chair had suggestions for this document.

Zachary Lenhert suggested creating a separate application for Fair Rate of Return, as a whole. This application would be used for the general gathering of Landlord and building information. For each type of rent increase one would be applying for, one would fill out the subsequent form that is needed. This suggestion is to lessen the amount of words and length of documentation.

The Vice Chair had suggestions for each of the following documents, while additional comments from others were also received on some forms.

Capital Improvement Costs Worksheet

01:53:25 - Austin Sims left the meeting.

Increased Housing Service Costs Worksheet

Landlord Application Form - Other Relief

Tenant Complaint and Rent Increase Appeal Application

The Vice Chair has volunteered to make the adjustments to the forms and bring them back before the Board at the next meeting.

The Board returned to further discussion regarding Fair Rate of Return.

02:41:22 - Josef Kijewski left the meeting.

02:51:03 - The Chair made a motion that Board member Barbara Vestal will work with the Housing Safety Office (HSO) to consider revisions to the existing forms as well as create separate forms for Fair Rate of Return, which would be a new form. These will be discussed in

detail at the next meeting. Seconded by Elias Kann. Vote: 4-0 (Ian, Austin, and Josef were absent).

E. Methodology for the Decision Forms - 02:52:35

The Vice Chair suggested that the decision forms are reviewed during the agenda item rather than following back at the end of the meeting, so that any edits can be made while in the midst of discussion.

03:02:27 - The Chair made a motion to adjourn. Seconded by the Vice Chair. Vote: 4-0 (Ian, Josef, and Austin are absent).

VII. Adjourn -

Meeting end time: 8:03pm

Complete this form to ask for a rent increase **which would be** above that automatically allowed by ordinance (e.g. other than annual CPI, real estate tax increase, new tenancy, and/or banking). **If instead you are seeking** ~~To request~~ "other relief" from the Rent Board (other than a rent increase), complete a Landlord Application – Other Relief form.

Street number & name

Unit number(s)

Portland, ME _____
Zip code

Type of unit: ☐ Rented single family home or rented condominium unit
☐ Apartment or live-work space
☐ Room
☐ Other (describe) _____

Any relevant prior Rent Stabilization case(s): _____

Landlord Applicant's Name: _____

First Name	Middle Initial	Last Name
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Mailing Address: _____

Landlord's Representative ___ No representative ___ Attorney ___ Non-attorney

Name: _____ Firm/Organization _____

Mailing Address: _____

Phone Number: _____ Email: _____

Tenant(s) Information: (If there are more than 3 affected tenants, attach additional sheet.)

Tenant's Name: _____ / _____
First Name Last Name Unit #

Mailing address if different _____ Email address: _____

Tenant's Name: _____ / _____
First Name Last Name Unit #

Mailing address if different _____ Email address: _____

Tenant's Name: _____ / _____
First Name Last Name Unit #

Mailing address if different _____ Email address: _____

Accommodations:

☐ Interpretation Services required for Rent Board hearing or staff interaction.

☐ Staff assistance needed.

☐ I need the provisions in the new Rent control ordinance explained to me in greater detail by the Housing Safety Office.

Jurisdiction:

Please make sure that your property is controlled by the Rent Stabilization Ordinance prior to submitting this form. The following types of housing are generally exempt: units owned by Portland Housing Authority; accommodations provided in a hospital, convent, church, religious facility, or extended care facility; dormitories owned and operated by an institution of higher education or by Portland Public Schools; subsidized housing; accessory dwelling units (ADUs) as defined in Portland's Land Use Code; and units in buildings with 2, 3 or 4 dwelling units, one of 389 Congress Street/ Portland, Maine 04101/ www.portlandmaine.gov / tel: 207-756-8131/ fax: 207-756-8111

which is the principal residence of the landlord. (If there is only one dwelling unit and it is rented to a tenant, it is subject to the Rent Stabilization ordinance.) If you have questions about the exemptions, please consult with the staff of the Housing Safety Office prior to submission.

Are there 2, 3 or 4 dwelling units in the building at that Street Address: yes no
If no, skip next section.

If 2, 3 or 4 dwelling units, is at least one dwelling unit in the building occupied by a "LANDLORD" as his or her principal residence? _____ yes _____ no. For this purpose, "Landlord" is defined as "an owner, manager, managing agent, sublessor or other person having the right to rent or sell or manage any housing unit or rental property, or any agent of these individuals or entities."

If yes, which unit is occupied by a Landlord? _____

Name of Landlord occupying that unit: _____

Phone: () _____ Email: _____

Mailing address: _____

Duties of Landlord: _____

~~If 2, 3 or 4 dwelling units AND one of those dwelling units is the principal residence of a landlord, this building should be exempt from the Rent Stabilization Ordinance.~~

Relief Requested:

____ I am seeking **approval to charge more rent** than appears to be automatically allowed in accordance with the Rent Stabilization Ordinance. (Only increases for annual allowable CPI, real estate tax increase, new tenancy, and banking are allowed without a hearing. In addition, increases for consolidation of two or more units may be made without a hearing if established in accordance with the formula contained in the Ordinance (6-233(d)).

If seeking a **Rent Board Approved Rent Increase**, please identify the basis for your request and attach the specified information and such other information as you believe supports your request: (Check all that apply.) ~~Note: It is possible to apply in advance for approval of a rent increase on the grounds of renovation, reconfiguration and/or capital improvement costs should specified proposed work be completed, but the approval of any rent increase, if granted, will be conditioned upon the increase not going into effect until the Landlord Applicant proves to the satisfaction of the Housing Safety Office that all of the work which was the justification for the rent increase has been completed as proposed. Furthermore, regardless of Rent Board approval of a rent increase, any such increase may not go into effect until Landlord has also provided any Tenant(s) then residing in the unit with notice of a rent increase which complies with all legal and contractual requirements for a tenant at will or a tenant under lease, as applicable.~~

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____ **Renovation of a unit or Reconfiguration of one or more units (6-233 (c))** justifying an increase base rent. Provide information about; any increase or decrease in floor area; the addition or upgrade of ~~apartment or~~ amenities; the exact scope, need for, and cost of the work; the health, safety and habitability of the unit prior to and after renovation or reconfiguration; the rent charged prior to renovation or reconfiguration; the amount of the proposed increase in base rent; and such other information as may be relevant, including a before and after floor plans and, if possible, photos of each affected unit; and such other information as the applicant believes may substantiate the justification for an increase in base rent.

____ **Additional Rent Board Approved Increase: Capital improvement costs, including financing costs (6-234 (b)(5)(a))**; Provide information about any capital improvement costs for changes to the unit and/or the common areas of the property or the structure containing the Covered Unit, specifically including: a description of all work done, the cost of the work, when it was performed (with an emphasis on improvements made within 24 months prior to the application), why it was performed, any financing costs, whether it affected one or more than one dwelling unit, and how you proposed to allocate the costs to rent increases if more than one unit was affected. Specify the amount of the rent increase which is being requested on the basis of capital improvement costs. Attach a Capital Improvement Costs Allowance Form and, such other information as the applicant believes may be relevant;

____ **Additional Rent Board Approved Increase: Uninsured repair costs (6-234 (b)(5)(b)).** Provide; a description of the nature and amount of any casualty loss, e.g. loss due to fire, wind, flood, earthquake or other casualty or natural disaster to the extent that repair of the resulting damage was not reimbursed by insurance proceeds, including the actual repair costs incurred to restore one or more dwelling units and/or common areas of the property or the structure containing a Covered Unit, whether it affected one or more than one dwelling unit, how you propose to allocate the costs to rent increases if more than one unit was affected. Specify the amount of the rent increase which is being requested on the basis of uninsured repair costs. Attach such other information as the applicant believes may be relevant;

____ **Additional Rent Board Approved Increase: Increased housing service costs (6-234 (b)(5)(c)).** Provide information about; all services provided by the Owner related to the use or occupancy of a Covered Unit, e.g. "operating expenses", including but not limited to insurance, repairs, maintenance, painting, utilities, heat, hot water, real estate taxes, personal property taxes, elevator services, laundry facilities, legal fees, accounting fees, management fees, janitorial services, refuse removal, furnishings, appliances, smoke and carbon monoxide detectors, fire alarm and sprinkler system maintenance, parking, security services, employee services, emergency response services, snow plowing, and similar costs by attaching a fully complete Increased Housing Service Costs Worksheet. Please note that invoices, cancelled checks and other documentation is not required with the submission unless the change in cost for the particular listed item was in excess of 10% or \$1,000, whichever is less. Specify the amount of the rent increase which is being requested on the basis of increased housing service

costs. Attach such other information as the applicant believes may be relevant;
information;

Additional Rent Board Approved Increase: Any additional increase, **which** within the opinion of the Rent Board, **is** required to allow the Landlord to receive a fair rate of return (6-234 (b)(5)(d)). **This application may be made on one of two grounds:** A. That the June 2020 rent was disproportionately low such that using it to establish base rent does not, in the opinion of the Rent Board, allow for a fair rate of return ("**Disproportionately Low Rent**");

OR

B. That the effect of the ordinance has prevented the applicant from maintaining net operating income over time when due consideration is given to an appropriate adjustment for inflation or, in the opinion of the Rent Board, the applicant has otherwise been precluded from receiving a fair rate of return ("**Other Failure to Obtain a Fair Rate of Return**").

For a claim of **Disproportionately Low Rent**, provide information about the June 2020 rent amount; and the factors which might have caused that June 2020 rent to not be a fair reflection of an arms-length transaction such as: (1) an abnormally low rent because the landlord had made substantial capital investments that were not reflected in the June 2020 rent, substantial repairs were made due to exceptional circumstances, or other expenses were unreasonably high, notwithstanding prudent business practice; or (2) June 2020 rents did not reflect market transactions due to special circumstances such as a special and/or family relationship between landlord and tenant resulting in abnormally low rent, or the rent had not been raised since 2015, or the tenant assumed maintenance responsibilities in exchange for no or low rent increases, or a public health emergency resulted in a decrease in rent compared to prior years, or other special circumstances. The applicant may attach information about the rent charged in June 2020 and/or currently for units which the applicant believes are comparable to the applicant's unit for the consideration of the Rent Board, but such purported comparables are just one factor to be considered by the Rent Board. The applicant may submit such other information as the applicant believes is relevant to demonstrate that the rent charged as of June 2020 does not allow the applicant to receive a fair rate of return.

For a claim of **Other Failure to Obtain a Fair Rate of Return**, provide the fully completed Operating Expense portion of the Increased Housing Service Costs Worksheet, using the calendar year 2020 or 2019 as the "prior year" cost and the most recent year for which information is reasonably available as "most recent year" (together "target years"). Debt service should not be considered an operating expense. Also provide a detailed statement of your gross income (e.g. rents and other building income) for the target years, a statement of net operating income for each target year (gross income less operating expenses), a statement of your proposed inflation adjustment factor (CPI or other), and a calculation of what rent increase would raise the current net operating income to a fair net operating income (which would allow the applicant to cover operating cost increases and also to realize a growth in net operating income equal to an appropriate inflation adjustment). As an alternative to this approach (frequently referred to as a Maintenance of Net Operating Income standard), the applicant may submit such other data and arguments for consideration of the Rent Board that

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Please specify whether the requested Fair Rate of Return rent increase is based upon:

~~B. Other Failure to Obtain a Fair Rate of Return, here and also attach all relevant documentation for Housing Safety Office and/or Rent Board review and consideration:~~

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Attach additional sheet(s) if more than 36 units are involved. ~~Please include any relevant documentation for the Housing Safety Office and/or Rent Board review and consideration.~~

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the increase not going into effect until the Landlord Applicant proves to the satisfaction of the Housing Safety Office that all of the work which was the justification for the rent increase has been completed as proposed.

Furthermore, rRegardless of Rent Board approval of a rent increase, any such increase may not go into effect until Landlord has also provided any Tenant(s) then residing in the unit with notice of a rent increase which complies with all legal and contractual requirements for a tenant-at-will or a tenant under lease, as applicable.

Please attach floor plans if they will illustrate the request. Floor plans need not be professionally prepared, but they should show relevant building layout and room dimensions, and should be to approximate scale to the extent reasonably possible.

Please attach photographs of the exterior of the structure and of the affected unit(s) to illustrate the extent and nature of work done or contemplated if relevant, but being mindful of the privacy of tenants.

Signature of Landlord Applicant:

Printed name

Signature

Date

Capacity (if any): _____

You may contact the Housing Safety Office for additional information prior to submitting this Landlord Application Form.

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~~housingssafety@portlandmaine.gov • www.Portlandmaine.gov~~



CITY OF PORTLAND
Permitting and Inspections Department
Capital Improvement Costs Allowance Form

Capital Improvements are generally considered to be improvement that add material value to a home or property, prolongs its useful life, or adapts it to new uses. According to the Internal Revenue Service, costs of repairs and maintenance **NOT** considered capital improvement costs are those which:

1. are necessary to keep a property in good condition but don't add to its value or prolong its life (e.g., painting, fixing leaks, fixing holes, routine maintenance and repairs, etc.);
2. are no longer part of a property; or
3. have a life expectancy, once installed, of less than a year.

If you are seeking a rent stabilization allowance for increased housing service costs like those described above, please fill out the form titled Rental Allowances for Increased Housing Service Costs from the Housing Safety Office instead. If you are unsure which form to use, please contact the Office of Housing Safety for guidance.

Rental Property Address: _____ Portland, Maine _____
Street number and Name Zip Code

Unit Numbers: _____ **Chart Block and Lot Number (CBL) for parcel:** _____

Type of unit: _____ Rented single family home or rented condominium unit

_____ Apartment or live-work space

_____ Room

_____ Other (describe): _____

Landlord Applicant Name: _____

Company/LLC/Inc./ Partnership (if applicable): _____

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

Mailing Address: _____

Property Owner's Name and address if different than landlord applicant:



CITY OF PORTLAND
Permitting and Inspections Department
Capital Improvement Costs Allowance Form (Cont.)

Landlord Representative: ___ No Representative ___ Attorney ___ Non-attorney

Name: _____ **Firm/Organization:** _____

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

Mailing Address: _____

Instructions: Please use the attached worksheet to calculate total allowable rent increases for capital improvement costs.

Note: No total rent stabilization allowances for a given year may exceed 10%. If the total of allowable capital improvement cost increases, when combined with all other allowable rent increases, would results in a total rent increase in excess of stabilization allowance over 10%, the difference may be banked for subsequent yearly increases.

CITY OF PORTLAND
Permitting and Inspections Department
Capital Improvement Costs Worksheet

Improvement	Relevant Units	Number of Units	Date Completed	Out of Pocket Costs	Self-Labor Hours	Self-Labor Rate	Self-Labor Cost <u>(Hours</u> <u>x Rate)</u>	Total Cost:
1. Additions:								
Bedroom								
Bathroom								
Deck								
Garage								
Porch								
Patio								
2. New Systems								
Heating System								
Central Air Conditioning								
Furnace								
Duct Work								

Central Humidifier								
Air/Water Filtration systems								
Wiring								
Security System								
Lawn Sprinkler System								
3. Exterior								
Storm Windows/Doors								
New Roof								
New Siding								
Satellite dish								
4. Interior								
Built-in appliance								
Kitchen Modernization								
Flooring								
Wall-to-wall carpeting								
Fireplace								
5. Plumbing								

Septic System								
Water Heater								
Soft water system								
Filtration system								
6. Insulation								
Attic								
Walls								
Floors								
Pipes and Duct Work								
7. Other								
Totals								

Please attach copies of invoices, receipts, canceled checks, time cards, and/or other documents to verify the cost of capital improvements. Any claim for self-labor should be documented by contemporaneous time sheets or records. Any self-labor rate should be comparable to that paid to similarly skilled tradespeople for similar work. Additionally, you may attach, at the end, a copy of a building work permit as supplemental evidence of costs. Please arrange these in the order they appear on this worksheet, and number each page beginning with this Form and Worksheet as pages 1-5.



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 table below, enter the two rental years you are comparing by filling in the blank spaces at the top of the middle two columns. In the left middle column, enter the most recent year, in the right middle column enter the year you are comparing to.
- PLEASE COMPLETE EACH LINE by subtracting the Prior Year Cost Column from the Most Recent Year Cost Column to find the Change in Cost. If the cost decreased from the prior year to the most recent year, enter the difference in the Change in Cost column as a negative number. The worksheet will not be considered complete unless EVERY line is completed. If you do not, or previously did not, offer a particular listed service, you may enter "\$0.00" for that item.
- Once you have found the difference in cost for each housing service, add up all the numbers in the "Change in Cost" column and enter the sum in the bottom right-hand box labelled "Total."
- Use the equation under the table to find your proposed monthly increase per unit.

OPERATING EXPENSES

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Type of Service Cost	Most Recent Year _____ Cost	Prior Year _____ Cost	Change in Cost
Real Estate Taxes (excluding taxes justifying an automatic tax rate rent adjustment)			
Heating (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			

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New Appliances			
Smoke and Carbon Monoxide Detectors			
Maintenance and General Repair Expenses			
Fire Alarm and Sprinkler System Maintenance			
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):			
Other (specify):			
Other (specify):			
Total:			

Use the equation below to find your proposed monthly increase per unit:

$$\frac{(\text{Total Change in Housing Service Costs} / \text{Number of Units})}{12 \text{ Months}} = \text{Proposed Monthly Rent Increase}$$

Notes:

- For all items where there was a change between the years in excess of either 10% or \$1,000, please attach copies of invoices, receipts, canceled checks ~~and~~ other documents to verify the cost of housing service increases. Be prepared to provide documentation for the other items if requested by the Rent Board. Please arrange these in the order they appear on this worksheet, and number each page.
- Without Rent Board approval, no total Rent Increase (considering CPI, Tax Rate Rent Adjustment, New Tenant increase, Banked Rent, and Board-approved increases for capital improvement costs, uninsured repair costs, increased housing service costs, and fair rate of return) for a given year may exceed 10% of the prior year's rent. Any approved rent increase on the basis of cost of housing service cost increases which would cause the total rent increase to exceed 10% may be banked for an increase in a subsequent year.
- Any proposed increased housing service cost rent increase must be approved by the Rent Board.

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Complete this form to ask for other relief from the Rent Board, other than a rent increase which would be above that automatically allowed by ordinance. If instead you are seeking ~~To request~~ a rent increase, complete a Landlord Application Form for Rent Increase.

Property Owner Representative ___ No representative ___ Attorney ___ Non-attorney

Name: _____ Firm/Organization _____

Mailing Address: _____

Phone Number: _____ Email: _____

Tenant(s) Information: (If there are more than 3 affected tenants, attach additional sheet.)

Tenant's Name: _____,
First Name Last Name Unit #

Mailing address if different _____ Email address: _____

Tenant's Name: _____,
First Name Last Name Unit #

Mailing address if different _____ Email address: _____

Tenant's Name: _____,
First Name Last Name Unit #

Mailing address if different _____ Email address: _____

Accommodations:

☐ Interpretation Services required for Rent Board hearing or staff interaction.

☐ Staff assistance needed.

☐ I need the provisions in the new Rent control ordinance explained to me in greater detail by the Housing Safety Office.

Jurisdiction:

~~Please make sure that your property is controlled by the Rent Stabilization Ordinance prior to submitting this form. The following types of housing are generally exempt: units owned by Portland Housing Authority; accommodations provided in a hospital, convent, church, religious facility, or extended care facility; dormitories owned and operated by an institution of higher education or by Portland Public Schools; subsidized housing; accessory dwelling units (ADUs) as defined in Portland's Land Use Code; and units in buildings with 2, 3 or 4 dwelling units, one of which is the principal residence of the landlord. (If there is only one unit and that one unit is~~

~~rented to a tenant, the building is subject to the Rent Stabilization Ordinance.) If you have questions, consult with staff of the Housing Safety Office prior to submission.~~

Are there 2, 3 or 4 dwelling units in the building at that Street Address: _____ yes _____ no
If no, skip next section.

~~If 2, 3 or 4 units, is at least one dwelling unit in the building occupied by a "LANDLORD" as his or her principal residence? _____ yes _____ no. For this purpose, "Landlord" is defined as "an owner, manager, managing agent, sublessor or other person having the right to rent or sell or manage any housing unit or rental property, or any agent of these individuals or entities."~~

~~If yes, which unit is occupied by a Landlord? _____~~

~~Name of Landlord occupying that unit: _____~~

~~Phone: (_____) _____ Email: _____~~

~~Mailing address: _____~~

~~Duties of Landlord: _____~~

~~If there are 2, 3 or 4 dwelling units AND one of the units is the principal residence of a landlord, this building should be exempt from the Rent Stabilization Ordinance.~~

____ I am seeking some **other relief** (**not a rent increase**) that I believe is within the jurisdiction of the Rent Board,

specifically: _____

Note: For a hearing on "**other relief**", both Property Owner and Tenant signatures are required. If both sign below, the nature of the request will be evaluated to determine whether it would be appropriate for the Rent Board to hear. The Rent Board will hear, review, and decide the appropriate outcome of a dispute arising between Landlords and Tenants on matters falling within the scope of Article XII of Chapter 6 of the Portland Code, "Rent Control and Tenant Protections Ordinance", also known as the City's "Rent Stabilization Ordinance," if both parties consent to such hearing and resolution. **Both parties must sign this form prior to it being submitted to the Housing Safety Office for processing.**

If the requested relief is not deemed to be appropriate for the Rent Board to hear because it is not within its jurisdiction or authority, or if the tenant will not consent to a Rent Board hearing, staff of the Housing Safety Office may evaluate the requested relief to see whether there is anything else they may do to assist.

We, the undersigned, hereby consent to the scheduling of a Rent Board hearing on the **other relief** specified immediately above. We understand no hearing will be scheduled for at least 14 days after receipt of this form:

OwnerLandlord: _____	Tenant: _____
Signature _____	Signature _____
Date _____	Date _____
Printed name: _____	Printed name: _____

Tenant: _____	Tenant: _____
Signature _____	Signature _____
Date _____	Date _____
Printed name: _____	Printed name: _____

Proposed changes to Tenant Complaint and Rent Increase Appeal Application form

[file not immediately available to BAV to edit]

First page, first sentence: Complete this form (or file online) to file a complaint with the Housing Safety Office. Before signing, please read the disclosure of additional/alternative protections, and indicate at the bottom of the form whether you would also like to seek a Rent Board hearing in addition to a review by City Staff.

Last page:

Please provide signatures below and indicate if you would also like to seek a Rent Board hearing in addition to a review by City Staff.

PLEASE CHECK THIS BOX IF YOU WITH TO SEEK A RENT BOARD HEARING, REVIEW, AND DECISION REGARDING YOUR COMPLAINT OR DISPUTE IN ADDITION TO REVIEW BY CITY STAFF.

NOTE: Landlord signatures is only required if a tenant is seeking a Rent Board Hearing, except that a Landlord signature is not required for a Rent Board Hearing if tenant is making an allegation regarding the Warranty of Habitability. If you are unable or uncomfortable obtaining a signature from your landlord but do want a Rent Board hearing in addition to review by City Staff, the Office of Housing Safety will reach out to them and request a signature using the information provided above. If the Landlord does not consent to a Rent Board hearing, your complaint will still be reviewed by City Staff.



CITY OF PORTLAND
Permitting and Inspections Department

Tenant Complaint and Rent Increase Appeal Application

Complete this form (or file online) to file a complaint with the Housing Safety Office. Before signing, please read the disclosure of additional/alternative protections, and indicate at the bottom of the form whether you would like to seek a Rent Board hearing.

Tenant Name(s): _____

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

Tenant Name(s): _____

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

Tenant Name(s): _____

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

Tenant Name(s): _____

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

Tenant Name(s): _____

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

Mailing Address: _____

Landlord Name: _____

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

Mailing Address: _____

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

Accommodations (please select any that apply):

- ☐ Interpretation Services required for Rent Board hearing or staff interaction.
- ☐ Staff assistance needed

- ☐ I need the renter protections provided in the new rent control ordinance explained to me in greater detail by the Office of Housing Safety.

Type of complaint (please select any that apply):

- ☐ Amount of rent the landlord may charge the tenant.

Rent charged as of June 2020 (if known): _____

Rent charged of previous tenant (if known): _____

Current rent, with date: _____ as of _____

Proposed amount after rent increase: _____

Reason for increase, if applicable: _____

(If you wish to appeal a rent increase to the Rent Board, please check the box at the bottom of this document, below the signature page, which allows you to request hearing with the Rent Board.)

- ☐ A tenancy-at-will was terminated without giving 90-days' notice or without providing an inconvenience fee, in violation of Sec. 6-236.
- ☐ After January 1, 2021, landlord failed to provide tenant's rights document and/or failed to post a copy of tenant's rights document in a conspicuous common area. (Sec. 6-238 (d))
- ☐ Landlord attempted to require, encourage, or induce tenant to waive the privileges provided in the Rent Control ordinance (Sec. 6-239.)
- ☐ Individual believes landlord discriminated against them by refusing to rent to them in violation of Sec. 6-237, based on the following (mark all that apply):
- ☐ Race, color, sex, sexual orientation, physical or mental disability, ancestry, national origin, or family status.
 - ☐ Source of income.
 - ☐ If they receive federal, state, or local rental assistance program.
 - ☐ Landlord refused to comply with federal, state, or local requirements of rental assistance program as described in Sec. 6-237 (d).
- ☐ Tenant wishes to report a violation of Maine statute regarding the habitability of residential units. NOTE: Statute of Habitability Concerns (6-263 (c)) (please select any that apply):

☐ Inadequate Heat/Faulty Heat System

☐ Leaking Ceilings

☐ Inadequate Hot Water

☐ Unfit Drinking Water

☐ Poor Air Quality

☐ Unsafe Electrical Wiring

☐ Malfunctioning Sewer System

☐ Other: _____

Comments (please describe any more details of your complaint):

(NOTE: Please see disclosure form below for more information.)

Disclosure of Additional/Alternative Protections

How this form is used:

- Any complaint made to the Housing Safety Office (HSO) via this form will be investigated by the appropriate members of City Staff. If HSO found a violation, the landlord would be asked to correct it. If the landlord did not do so willingly, HSO would issue a notice of violation (NOV). If the NOV was not successful, HSO has the option of issuing a summons or filing a complaint in court to enforce the ordinance.'
- Any action taken by HSO will be separate from any decisions made by the Rent Board, but evidence from an HSO investigation may be used by a party seeking a Rent Board hearing.
- THIS DOES NOT PREVENT A TENANT FROM SEEKING A RENT BOARD HEARING FOR ALLEGED VIOLATIONS.

Warranty of Habitability:

- If a tenant requests that a landlord correct a breach of the warranty of habitability, and the landlord refuses, the tenant may appeal this refusal to the Rent Board. This type of Rent Board Hearing DOES NOT require the signature of the landlord. The Rent Board is also limited in their jurisdiction in enforcing allegations of the breach of warranty of habitability.
- Allegations of warranty of habitability violations are typically handled and enforced in District Court. To do this a tenant must:
 - First give written notice of the alleged violation to the landlord.
 - If the landlord fails to address the issue, the tenant may file a complaint in District Court. If the court finds that the warranty of habitability is breached, the court can order that the condition be fixed, that the landlord rebate a certain amount of rent paid while that condition existed, require the landlord to pay temporary relocation costs for the tenant while the condition is being fixed, and similar remedies.

Discrimination:

- The Maine Human Rights Act (MHRA) also prohibits housing discrimination based on protected class, with some added protections that are not in the rent control ordinance. In order to use the protections in the MHRA, a tenant must file a claim in the Maine Human Rights Commission, and then eventually in court. A court could order the landlord to put the tenant in housing and/or award monetary damages to the tenant.
- **In cases of discrimination based on source of income**, the protections provided under the City of Portland's rent control ordinance may be greater than those provided by the Maine Human Rights Act. To learn more about the Maine Human Rights Act, contact the Maine Human Rights Commission at 51 State House Station, Augusta, Maine 04333-0051, by phone at (207) 624-6290; or by fax at (207) 624-8729.

Termination of Tenancies-at-Will:

- If you are a tenant-at-will, and your landlord attempts to improperly terminate your tenancy in violation of the City of Portland's Rent Control ordinance (i.e., not providing 90 days' notice, or paying the tenant to reduce the required notice) you may wish to request a Rent Board hearing regarding the dispute.
- HOWEVER, the State of Maine also has a statute that governs evictions. Other than "for-cause" evictions, by statute a landlord must generally give a tenant-at-will a 30-day notice when terminating a tenancy. District Court will have jurisdiction over whether you will be evicted and if you are opposed, you should appear in District Court in accordance with any Summons.

Please provide signatures below and indicate if you would like to seek a Rent Board hearing.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Printed Name of person assisting tenant (s): _____

Relationship to Tenant (s): _____

Signature of person assisting tenant (s): _____ Date: _____

Landlord Signature: _____ Date: _____

Printed Name of person assisting landlord: _____

Relationship to landlord: _____

Signature of person assisting landlord: _____ Date: _____

☐ **PLEASE CHECK THIS BOX IF YOU WISH TO SEEK A RENT BOARD HEARING, REVIEW, AND
DECISION REGARDING YOUR COMPLAINT OR DISPUTE.**

**Include any relevant documentation for the Housing Safety Office and/or Rent Board's
consideration.**

NOTE: Landlord signatures only required if seeking a Rent Board Hearing. Landlord signature is *not required* for a Rent Board Hearing if tenant is making an allegation regarding the Warranty of Habitability. If you are unable or uncomfortable obtaining a signature from your landlord, The Office of Housing Safety will reach out to them and request a signature using the information provided above.

Please read the above disclosure form for more information about seeking a remedy in District Court for allegations of a breach of the Warranty of Habitability.

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

Bryant & Hesseltine LLC
Willa Vennema
40 Garrison St
Portland, ME 04102

Owner Name and Address:

Same as above

Property Address, Unit, and CBL:

5 Bryant St (Single Family Home)
CBL: 129-C-002-001

Tenants/Interested Parties:

Yes

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

The Landlord explained in a letter to the Board that this property has been rented to a friend at an affordable and undermarket rent of \$1,100 starting in 2019 and that it would gradually increase to bring it up to market rate. However with the passing of the Rent Control ordinance, the rent has not increased since tenancy began.

The Landlord provided a summary of service expenses that occurred in 2021, anticipated expenses for 2022, along with the current rental income. Backup documentation supported the expenses for 2021 that included property taxes, home insurance, dishwasher repair, pest control, plumbing insurance, and a few other items.

Also provided was rent information on comparable units in the vicinity of the unit in question along with a floor plan that includes the layout and square footage.

<u>5 Bryant Street</u>						
Unit #	Exemption	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
Single Family Home	None	\$1,100.00	\$1,100.00	\$1,400.00	4	1.5

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

Sesame Street Rentals LLC

Katherine Freund

51 Beacon St

Portland, ME 04103

Owner Name and Address:

Same as above

Property Address, Unit, and CBL:

28 Crosby Street, Unit 28 & 28A

CBL: 135-E-024-001

Tenants/Interested Parties:

Yes, both units

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

The accompanying worksheet for this type of rent increase was filled out by the Landlord. It reflects that unit 28A had a new furnace installed and that both units had the chimneys' relined, all of which occurred in 2021. The work done is backed with receipts for each.

<u>28 Crosby Street</u>						
Unit #	Exemption	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
28	None	\$1,175.00	\$1,256.00	\$1,356.00	2	1
28A	None	\$1,250.00	\$1,350.00	\$1,450.00	2	1

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

Hilary Shorey

11 Quail Trail

Buxton, ME 04093

Owner Name and Address:

Same as above

Property Address, Unit, and CBL:

96 Florida Ave (Single Family Home)

CBL: 403-A-007-001

Tenants/Interested Parties:

Yes

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

The Landlord explained in a letter to the Board that besides what is currently charged for rent, which includes heat and water fees, the tenants also only pay for electricity and snow removal. All other expenses are covered by the Landlord. The Landlord has had to pay for replacements on items such as appliances, hot water heater, and oil tank, out of pocket due to the current rent amount not covering the upkeep on the property.

The Landlord has provided both 2020 and 2021 Schedule E tax paperwork showing a net loss for each year as expenses are greater than rent received. Based on research from the Landlord, the average rent for a 2 bedroom in Portland, Maine is \$1,950 per month. Other 2 bed 1 bath rentals within Portland that are currently listed for rent are about \$2,000 per month.

<u>96 Florida Ave</u>						
Unit #	Exemption	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
Single Family Home	None	\$1,200.00	\$1,200.00	\$2,000.00	2	1

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

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

Terrace Pond LLC
723 Riverside St
Portland, ME 04103

Owner Name and Address:

Same as above

Landlord's Representative:

Sean Duffy
Pizzo's Property Management
723 Riverside St
Portland, ME 04103

Property Address, Unit, and CBL:

723 Riverside St, Unit 110
CBL: 324-A-002-001

Tenants/Interested Parties:

Vacant - Tenant moved out 5/31/22

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

The Landlord's Representative wrote a letter to the Board stating that the tenant who recently vacated the unit had been living there for ten years with minimal rent increases. With the proposed rent increase to \$1,550 per month, the 2-bedroom apartment will still be under market rate based on research, however, it will be a fair compensation.

Rental rates for 3 units located in the same building have been provided as well as the floor plan for their 2-bedroom units.

<u>723 Riverside Street</u>						
Unit #	Exemption	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
110	None	\$1,125.00	\$1,125.00	\$1,550.00	2	1

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

East Danforth LLC
82 Hanover St, Ste 5
Portland, ME 04101

Owner Name and Address:

Same as above

Landlord's Representative:

David Bergeron, Manager Rep.
Port Property Management
82 Hanover St, Ste 5
Portland, ME 04101

Property Address, Unit, and CBL:

71 Danforth Street, all 7 units
CBL: 040-A-019-001

Tenants/Interested Parties:

Yes, all units

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

According to the worksheet for this type of rent increase, all seven units had the stairs replaced in early 2022 totalling \$5,450.00 with receipts provided.

The Landlord also provided a two-page proposal analysis for this specific rent increase request.

<u>71 Danforth Street</u>						
Unit #	Exemption	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
711	None	\$1,273.00	\$1,400.00	\$1,405.04	1	1
712	None	\$1,800.00	\$1,949.00	\$1,956.02	3	1
713	None	\$1,400.00	\$1,400.00	\$1,405.04	1	1
714	None	\$1,050.00	\$1,155.00	\$1,159.16	1	1
731	None	\$1,700.00	\$1,870.00	\$1,876.73	3	1
732	None	\$1,700.00	\$1,845.00	\$1,851.64	3	1
733	None	\$1,100.00	\$1,155.00	\$1,159.16	1	1

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

Eastern Residential Inc
82 Hanover St, Ste 5
Portland, ME 04101

Owner Name and Address:

Same as above

Landlord's Representative:

David Bergeron, Manager Rep
Port Property Management
82 Hanover St, Ste 5
Portland, ME 04101

Property Address, Unit, and CBL:

304 Eastern Prom, Units 16-1 to 16-B (16 Walnut St)
CBL: 015-B-001-002

Tenants/Interested Parties:

Yes, all units

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

The legal address for the CBL listed is 304 Eastern Prom which covers several properties, including the mailing address of 16 Walnut Street, a 9-unit building.

Per the allowance form and a letter to the Board that was submitted, the roof was replaced in late 2021. The cost of the roof was \$18,625 which is backed with a receipt.

A proposal analysis was also submitted in regards to this specific rent increase request.

304 Eastern Prom (aka 16 Walnut Street)

Unit #	Exempt from Rent Control?	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
1		\$1,300.00	\$1,430.00	\$1,445.16	1	1
2		\$1,475.00	\$1,549.00	\$1,565.42	1	1
3		\$1,230.00	\$1,353.00	\$1,367.34	1	1
4		\$1,230.00	\$1,353.00	\$1,367.34	1	1
5		\$1,300.00	\$1,502.00	\$1,517.92	1	1
6		\$1,135.00	\$1,249.00	\$1,262.24	1	1
7		\$1,300.00	\$1,430.00	\$1,445.16	1	1
8		\$1,285.00	\$1,285.00	\$1,298.62	1	1
B		\$1,325.00	\$1,458.00	\$1,473.45	1	1

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

Shepley LLC

82 Hanover St, Ste 5

Portland, ME 04101

Owner Name and Address:

Same as above

Landlord's Representative:

David Bergeron, Manager Rep

Port Property Management

82 Hanover St, Ste 5

Portland, ME 04101

Property Address, Unit, and CBL:

18 Casco Street, all 62 units

CBL: 037-C-006-001

Tenants/Interested Parties:

Yes, all units except Unit B

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

According to the worksheet and a letter addressed to the Board, the elevator was upgraded beginning in 2021, just recently finishing in early 2022. The total cost for the upgrade was \$211,005.00, in which receipts have been provided.

A proposal analysis was also provided in regards to this specific rent increase request.

18 Casco Street

Unit #	Exempt from Rent Control?	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
1		\$1,700.00	\$1,799.00	\$1,839.66	2	1
2		\$900.00	\$945.00	\$966.36	0	1
3	Yes	\$0.00	\$317.00	\$317.00	0	1
4		\$900.00	\$1,040.00	\$1,063.50	0	1
5		\$1,300.00	\$1,382.00	\$1,413.23	0	1
6		\$1,100.00	\$1,230.00	\$1,257.80	0	1
21		\$800.00	\$860.00	\$879.44	0	1
21A		\$1,400.00	\$1,540.00	\$1,574.80	1	1
22		\$1,210.00	\$1,288.00	\$1,317.11	1	1
22A		\$1,500.00	\$1,590.00	\$1,625.93	1	1
23A		\$900.00	\$964.00	\$985.79	0	1
24		\$1,200.00	\$1,277.00	\$1,305.86	1	1
24A		\$1,150.00	\$1,260.00	\$1,288.48	0	1
25A		\$1,172.00	\$1,248.00	\$1,276.20	0	1
26		\$1,100.00	\$1,210.00	\$1,237.35	0	1
26A		\$1,250.00	\$1,375.00	\$1,406.08	0	1
30		\$1,150.00	\$1,265.00	\$1,293.59	0	1
31A		\$1,500.00	\$1,590.00	\$1,625.93	1	1
32		\$825.00	\$886.00	\$906.02	0	1
32A		\$1,290.00	\$1,491.00	\$1,524.70	1	1
33	Yes	\$0.00	\$0.00	\$0.00	0	1
33A		\$1,150.00	\$1,208.00	\$1,235.30	0	1
34		\$1,300.00	\$1,300.00	\$1,329.38	1	1
34A		\$1,025.00	\$1,095.00	\$1,119.75	0	1
35A		\$1,150.00	\$1,150.00	\$1,175.99	0	1
36		\$1,005.00	\$1,074.00	\$1,098.27	0	1
36A		\$950.00	\$1,016.00	\$1,038.96	0	1
41		\$1,100.00	\$1,173.00	\$1,199.51	0	1
41A		\$1,250.00	\$936.00	\$957.15	1	1
42		\$800.00	\$860.00	\$879.44	0	1
42A		\$1,300.00	\$1,382.00	\$1,413.23	1	1
43		\$1,000.00	\$0.00	\$0.00	0	1
43A		\$975.00	\$1,043.00	\$1,066.57	0	1
44		\$1,155.00	\$1,230.00	\$1,257.80	1	1
44A		\$1,150.00	\$1,208.00	\$1,235.30	0	1
45A		\$1,050.00	\$1,121.00	\$1,146.33	0	1
46		\$900.00	\$964.00	\$985.79	0	1
46A		\$1,225.00	\$1,286.00	\$1,315.06	0	1
51	Yes	\$0.00	\$1,150.00	\$1,175.99	0	1
51A		\$1,200.00	\$1,230.00	\$1,257.80	1	1
52		\$825.00	\$886.00	\$906.02	0	1
52A	Yes	\$0.00	\$335.00	\$335.00	1	1
53		\$1,100.00	\$0.00	\$0.00	0	1
53A		\$1,222.00	\$1,300.00	\$1,329.38	0	1
54		\$1,085.00	\$1,157.00	\$1,183.15	1	1
54A		\$1,000.00	\$1,000.00	\$1,022.60	0	1
55A		\$1,125.00	\$481.00	\$481.00	0	1
56		\$1,000.00	\$1,050.00	\$1,073.73	0	1

56A		\$1,225.00	\$1,303.00	\$1,332.45	0	1
61		\$1,150.00	\$1,265.00	\$1,293.59	0	1
61A	Yes	\$0.00	\$1,485.00	\$1,518.56	1	1
62		\$1,175.00	\$1,293.00	\$1,322.22	1	1
62A		\$1,300.00	\$1,382.00	\$1,413.23	1	1
63A		\$1,100.00	\$1,230.00	\$1,257.80	0	1
64		\$1,278.00	\$1,359.00	\$1,389.71	1	1
64A		\$1,025.00	\$1,025.00	\$1,048.17	0	1
65A		\$1,125.00	\$1,181.00	\$1,207.69	0	1
66		\$1,050.00	\$1,121.00	\$1,146.33	0	1
66A		\$1,160.00	\$1,236.00	\$1,263.93	0	1
A		\$1,139.00	\$1,214.00	\$1,241.44	1	1
B		\$1,000.00	0 - VACANT	\$0.00	1	1
C		\$950.00	\$1,016.00	\$1,038.96	1	1

CITY OF PORTLAND
LANDLORD APPLICATION FOR RENT INCREASE SUMMARY

Date of Hearing:

Wednesday, June 22, 2022

Landlord Name and Address:

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

Owner Name and Address:

Same as above

Landlord's Representative:

David Bergeron, Manager Rep.
Port Property Management
82 Hanover St, Ste 5
Portland, ME 04101

Property Address, Unit, and CBL:

37 Casco Street, all 92 units
CBL: 037-D-007-001

Tenants/Interested Parties:

Yes, all units except 103, 202, 211, and 404

Type of Request:

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

Base Rent, Current Rent, Proposed Rent, and Number of Bedroom/Bathroom:

See attached

Summary of request:

According to the worksheet and a letter addressed to the Board, the elevator and fire panel system was upgraded beginning in late 2021, just recently finishing in early 2022. The total costs in upgrades was \$195,983.00, in which receipts have been provided.

A proposal analysis was also provided in regards to this specific rent increase request.

37 Casco Street

Unit #	Exempt from Rent Control?	Base Rent	Current Rent	Proposed Rent	Number of Bedrooms	Number of Bathrooms
101		\$875.00	\$1,011.00	\$1,027.18	0	1
102		\$825.00	\$906.00	\$920.50	0	1
103		\$1,100.00	\$1,210.00	\$1,210.00	0	1
104		\$1,000.00	\$1,089.00	\$1,106.42	0	1
105		\$930.00	\$1,016.00	\$1,032.26	0	1
106		\$1,000.00	\$1,089.00	\$1,106.42	0	1
107		\$895.00	\$979.00	\$994.66	0	1
108		\$955.00	\$1,003.00	\$1,019.05	0	1
109		\$1,125.00	\$1,150.00	\$1,168.40	0	1
110		\$1,125.00	\$1,150.00	\$1,168.40	0	1
111		\$1,125.00	\$1,150.00	\$1,168.40	0	1
112		\$900.00	\$945.00	\$960.12	0	1
113		\$1,050.00	\$1,103.00	\$1,120.65	0	1
114		\$1,000.00	\$1,089.00	\$1,106.42	0	1
201		\$955.00	\$1,042.00	\$1,058.67	0	1
202	Yes	\$900.00	\$990.00	\$990.00	0	1
203		\$1,100.00	\$0.00	\$0.00	0	1
204		\$1,125.00	\$1,150.00	\$1,168.40	0	1
205	Yes	\$1,000.00	\$1,070.00	\$1,087.12	0	1
206		\$1,100.00	\$1,155.00	\$1,173.48	0	1
207		\$1,050.00	\$1,124.00	\$1,141.98	0	1
208		\$895.00	\$979.00	\$994.66	0	1
209		\$1,000.00	\$1,100.00	\$1,117.60	0	1
210		\$900.00	\$984.00	\$999.74	0	1
211	Yes	\$1,100.00	\$1,193.00	\$1,212.09	0	1
212		\$1,100.00	\$1,193.00	\$1,212.09	0	1
213		\$1,100.00	\$0.00	\$0.00	0	1
214		\$950.00	\$950.00	\$965.20	0	1
301		\$950.00	\$1,037.00	\$1,053.59	0	1
302		\$900.00	\$0.00	\$0.00	0	1
303		\$980.00	\$1,132.00	\$1,150.11	0	1
304		\$1,100.00	\$1,155.00	\$1,173.48	0	1
305		\$900.00	\$1,040.00	\$1,056.64	0	1
306		\$1,050.00	\$1,103.00	\$1,120.65	0	1
307		\$975.00	\$1,126.00	\$1,144.02	0	1
308		\$875.00	\$958.00	\$973.33	0	1
309		\$1,100.00	\$1,193.00	\$1,212.09	0	1
310	Yes	\$1,100.00	\$0.00	\$0.00	0	1
311		\$900.00	\$984.00	\$999.74	0	1
312		\$1,100.00	\$0.00	\$0.00	0	1
313		\$1,125.00	\$1,150.00	\$1,168.40	0	1
314		\$1,025.00	\$1,115.00	\$1,132.84	0	1
401		\$1,125.00	\$1,150.00	\$1,168.40	0	1
402	Yes	\$1,000.00	\$0.00	\$0.00	0	1
403		\$1,050.00	\$1,141.00	\$1,159.26	0	1
404		\$1,100.00	\$1,193.00	\$1,193.00	0	1
405		\$1,050.00	\$1,103.00	\$1,120.65	0	1

406		\$1,100.00	\$1,155.00	\$1,173.48	0	1
407		\$1,000.00	\$1,050.00	\$1,066.80	0	1
408		\$975.00	\$0.00	\$0.00	0	1
409		\$900.00	\$990.00	\$1,005.84	0	1
410		\$1,100.00	\$1,155.00	\$1,173.48	0	1
411		\$900.00	\$984.00	\$999.74	0	1
412		\$930.00	\$1,016.00	\$1,032.26	0	1
413		\$905.00	\$990.00	\$1,005.84	0	1
414		\$980.00	\$980.00	\$995.68	0	1
501		\$930.00	\$1,016.00	\$1,032.26	0	1
502		\$900.00	\$984.00	\$999.74	0	1
503		\$1,000.00	\$1,100.00	\$1,117.60	0	1
504		\$1,077.00	\$0.00	\$0.00	0	1
505		\$930.00	\$1,016.00	\$1,032.26	0	1
506		\$1,100.00	\$1,164.00	\$1,182.62	0	1
507		\$950.00	\$1,037.00	\$1,053.59	0	1
508		\$1,100.00	\$1,155.00	\$1,173.48	0	1
509		\$1,125.00	\$1,150.00	\$1,168.40	0	1
510		\$960.00	\$1,097.00	\$1,114.55	0	1
511		\$900.00	\$984.00	\$999.74	0	1
512		\$1,125.00	\$1,150.00	\$1,168.40	0	1
513		\$1,100.00	\$1,193.00	\$1,212.09	0	1
514		\$1,300.00	\$1,374.00	\$1,395.98	0	1
601		\$1,150.00	\$1,265.00	\$1,285.24	0	1
602		\$1,000.00	\$1,050.00	\$1,066.80	0	1
603	Yes	\$955.00	\$0.00	\$0.00	0	1
604		\$1,100.00	\$1,193.00	\$1,212.09	0	1
605		\$930.00	\$1,016.00	\$1,032.26	0	1
606		\$1,100.00	\$0.00	\$0.00	0	1
607		\$1,100.00	\$1,100.00	\$1,117.60	0	1
608		\$1,150.00	\$1,208.00	\$1,227.33	0	1
609		\$1,100.00	\$1,210.00	\$1,229.36	0	1
610		\$1,030.00	\$1,120.00	\$1,137.92	0	1
611		\$1,125.00	\$1,150.00	\$1,168.40	0	1
612		\$1,100.00	\$1,193.00	\$1,212.09	0	1
613		\$1,125.00	\$1,150.00	\$1,168.40	0	1
614		\$1,050.00	\$1,141.00	\$1,159.26	0	1
B		\$1,150.00	\$0.00	\$0.00	0	1
B1		\$1,100.00	\$1,164.00	\$1,182.62	0	1
B2		\$1,050.00	\$1,155.00	\$1,173.48	0	1
B3		\$950.00	\$998.00	\$1,013.97	0	1
B4		\$1,000.00	\$1,059.00	\$1,075.94	0	1
B5		\$900.00	\$984.00	\$999.74	0	1
B6		\$950.00	\$998.00	\$1,013.97	0	1
B7		\$1,023.00	\$1,046.00	\$1,062.74	0	1