



**CITY OF PORTLAND**

**Permitting and Inspections Department**

**LANDLORD APPLICATION FORM FOR RENT INCREASE  
RENT STABILIZATION ORDINANCE**

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

**Rental Unit Information:**

\_\_\_\_\_ Portland, ME \_\_\_\_\_  
Street number & name Unit number(s) Zip code

Chart Block & Lot Number (CBL) for the parcel \_\_\_\_\_

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

Number of Units on the property \_\_\_\_\_

Any relevant prior Rent Stabilization case(s): \_\_\_\_\_

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**Landlord Applicant Information:**

Landlord Applicant's Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Company/LLC/Inc./Partnership (if applicable) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner's Name, Address, and Email address if different than Landlord Applicant:

\_\_\_\_\_  
\_\_\_\_\_

**Landlord's Representative** \_\_\_ No representative \_\_\_Attorney \_\_\_ Non-attorney

Name: \_\_\_\_\_ Firm/Organization \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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.

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**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 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 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.

\_\_\_\_\_ **Renovation** of a unit or **Reconfiguration** of one or more units (6-233 (c)), any increase or decrease in floor area, the addition or upgrade of apartment or amenities, the cost of the work, and such other information as may be relevant, including a before and after floor plan of each affected unit.

\_\_\_\_\_ **Additional Rent Board Approved Increase: Capital improvement costs, including financing costs** (6-234 (b)(5)(a)), 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, how you proposed to allocate the costs to rent increases if more than one unit was affected, such other information as may be relevant;

\_\_\_\_\_ **Additional Rent Board Approved Increase: Uninsured repair costs** (6-234 (b)(5)(b)), 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, such other information as may be relevant;

\_\_\_\_\_ **Additional Rent Board Approved Increase: Increased housing service costs** (6-234 (b)(5)(c)), 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, and such other relevant information;.

\_\_\_\_\_ **Additional Rent Board Approved Increase: Any additional increase, within the opinion of the Rent Board, required to allow the Landlord to receive a fair rate of return** (6-234 (b)(5)(d)). Please include a brief explanation of the basis for the requested rent increase here and also attach all relevant documentation for Housing Safety Office and/or Rent Board review and consideration:

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