



CITY OF PORTLAND
Permitting and Inspections Department
Increased Housing Service Cost Allowance Form

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:

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

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

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

Mailing Address: _____

Instructions: Please use the attached worksheet to calculate total increases in Housing Services costs.

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.

Increased Housing Service Costs Worksheet

Type of Service Cost	Base Year	Comparison Year
Property Tax		
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		
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):		
Total:		

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 beginning with this Form and Worksheet as pages 1 and 2.