



CITY OF PORTLAND

Permitting and Inspections Department

**LANDLORD APPLICATION FORM -- OTHER RELIEF
RENT STABILIZATION ORDINANCE**

Complete this form to ask for other relief from the Rent Board, other than a rent increase above that automatically allowed by ordinance. To request a rent increase, complete a Landlord Application Form for Rent Increase.

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): _____

Landlord 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:

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** 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, 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:

Owner: _____
Signature _____ Date

Printed name: _____

Tenant: _____
Signature _____ Date

Printed name: _____

Tenant: _____
Signature _____ Date

Printed name: _____

Tenant: _____
Signature _____ Date

Printed name: _____