

**Rental Information Agreement**  
(This form must be completed in its entirety)

Tenant's Name \_\_\_\_\_

1. Address of rental unit: \_\_\_\_\_ Apt# \_\_\_\_\_ Floor \_\_\_\_\_ City \_\_\_\_\_  
Is this building a rooming house: Yes \_\_\_\_\_ No \_\_\_\_\_ Room # \_\_\_\_\_

2. What is the landlord's name (person or firm who owns the building)? \_\_\_\_\_  
Home phone # \_\_\_\_\_ Business phone# \_\_\_\_\_ Cell# \_\_\_\_\_

3. What is the unit manager's name? (if other than above) \_\_\_\_\_  
Home phone# \_\_\_\_\_ Business phone# \_\_\_\_\_ Cell#(optional) \_\_\_\_\_

4. Rent amount \$ \_\_\_\_\_ weekly \$ \_\_\_\_\_ monthly

5. Is a security deposit required: YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, amount \$ \_\_\_\_\_  
Will you accept payment arrangement from the tenant? YES \_\_\_\_\_ NO \_\_\_\_\_

*If the City pays a security deposit, the entire deposit must be returned to the City of  
So. Portland within 21 days (or within a 30 day window, if lease indicates a 30 day security  
deposit return) after the tenant moves out indicating amount being  
returned. (A security deposit cannot be kept for "normal wear and tear")*

6. What utilities are included in the rent? Water/Sewer \_\_\_\_\_ Hot Water \_\_\_\_\_ Electric \_\_\_\_\_ Heat \_\_\_\_\_ Gas for cooking \_\_\_\_\_

7. How is the unit heated? Electric \_\_\_\_\_ Gas \_\_\_\_\_ Oil \_\_\_\_\_ Other \_\_\_\_\_ (please explain) \_\_\_\_\_

8. Number of **persons** occupying this unit? \_\_\_\_\_

9. Is the tenant named above occupying this unit? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, when is unit available? \_\_\_\_\_

10. Term of Lease \_\_\_\_\_ to \_\_\_\_\_. Or tenant at will \_\_\_\_\_

11. Any Relationship to the tenant? YES \_\_\_\_\_ NO \_\_\_\_\_ - If "yes" how? \_\_\_\_\_

**Landlord Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTICE:** This Rental Information Agreement is not intended to imply that the prospective tenant is either eligible for assistance or that they will necessarily be renting an apartment from you. All rental payments are made directly to the Landlord, not the tenant. Applicants receive a written decision stating whether or not assistance has been granted. A purchase order is provided for the landlord.

**City of South Portland General Assistance Department (207) 767-7617**

Any rental payments may be subject to a building inspection if one has not been done in the past year. Any deficiencies must be corrected within a reasonable amount of time specified by the building inspector.