



City of South Portland

Social Services

25 Cottage Road, South Portland ME 04106

Phone: (207) 767-7617 Fax: (207) 767-7620

Landlord Verification of Rental Unit

(THIS FORM MUST BE COMPLETED BY THE LANDLORD OR UNIT MANAGER)

Tenant's name: _____ Number of tenants occupying unit: _____

Name of roommates: _____

Address of rental unit: _____ Apt/room number: _____

Type of rental unit: apartment | single house | duplex | mobile home | rooming with ___ bedrooms | other

Number of bedrooms: _____ Utilities included: heat | electricity | gas | hot water | water/sewer

Furnished: YES | NO If yes, what is included: _____

If unheated, fuel type? oil | kerosene | electric | gas | wood | other: _____

Location of tank: _____

Does the tenant have access to the tank? YES | NO

Is this person currently occupying this unit? YES | NO

If no, when is the unit available? _____ If yes, when did they move in? _____

Is a security deposit required? YES | NO If yes, how much? _____

Is the security deposit being paid by someone other than the tenant? YES | NO Who? _____

Rent amount \$ _____/weekly \$ _____/monthly Rent due date: _____

Does the tenant receive rent subsidy from another agency? YES | NO

If yes, what is the tenant's portion of the rent \$ _____/weekly \$ _____/monthly

Is the rent current at this time? YES | NO

If no, what is the amount owed: _____ and for what period of time: _____

Date rent was last paid: _____ Amount paid: _____

Legal owner of the property: _____

Address: _____

Phone: _____ Email: _____

Manager or agent for the above owner: _____

Phone: _____ Email: _____

Is the tenant a relative of the owner? YES | NO If yes, relationship: _____

NOTICE: In accordance with Maine law (17 MRSA §453) any persons found guilty of providing false information may be prosecuted for committing a Class D crime.

Signature _____ Date _____

(Owner or Agent)

Additional Information

This landlord verification is not intended to imply that the prospective tenant is eligible for assistance. Applicants receive a confidential written decision stating whether or not assistance has been granted under program guidelines. Should the applicant be deemed eligible for assistance, payments are mailed directly to the landlord upon the landlord’s completion and submission of a current W-9. The process for payment each month is as follows: If your tenant is eligible for general assistance, the property owner or property owner’s designee will receive a rent check directly from the City. If determined to be eligible Monday – 10:00 am Wednesday, the check will be processed and mailed on Friday. If deemed eligible after 10:00 am on Wednesday, the check will be mailed the following week on Friday. General Assistance payments cannot be applied to any prior/past due balance for a tenant’s security deposit and/or rent. General Assistance will pay only the current rent due if a tenant qualifies. For questions, please call 207-767-7617.

Housing: The payment for rent will be entered in the budget but may not exceed these maximums regardless of the amount actually paid. It is the responsibility of the applicant to obtain housing that is within his/her eligibility to pay and which is the minimum size unit needed to shelter the applicant’s household.

GA Housing Maximums effective October 1, 2022: South Portland

Number of Bedrooms/People	Monthly Unheated	Monthly Heated
0 efficiency/1	1,128.00	1,248.00
1 bedroom/2	1,288.00	1,446.00
2 bedroom/3	1,666.00	1,872.00
3 bedroom/4	2,138.00	2,391.00
4 bedroom/5	2,616.00	2,929.00
5 bedroom/6	2,988.00	3,349.00
Recovery Residence	N/A	1,084.50