



04/09/2024
Case Number: RCC2400009
Business License: 20182954

657 Congress LLC
Attn: Sean Power
657 Congress – First Floor
Portland, ME 04101

REQUEST FOR INFORMATION

Sean,

The City of Portland conducts audits of submitted information for registered rental properties to ensure compliance with Residential Rental Unit Requirements and Rent Control and Tenant Protections. The property located at **655 Congress** is due for a review. Please submit the documentation requested below for staff review within two (2) weeks of the date of this correspondence. Failure to provide the City with the requested documents will be considered a refusal to allow an inspection, which is a violation of the City of Portland Code of Ordinances, and is subject to civil penalties, potential legal action, and other remedies.

Please provide the following for each Covered unit:

- Rental agreements for all units that cover the period of June 1, 2020 to present.
- Acknowledgement of receipt of the Rental Housing Rights document signed by the current tenants of each unit.
- Copies of any Rent Increase Notices issued in the past 12 months.

Additional follow-up documentation may be requested if further investigation is required.

Letters have also been sent to each unit requesting confirmation of registered rental amounts from the tenants. Be advised, you may be required to reimburse your tenant if it is determined that the rent being charged for a Covered Unit violates the Rent Control and Tenant Protections Ordinance.

Please respond the City of Portland within two (2) weeks regarding this matter. The requested documents can be sent to rentcontrol@portlandmaine.gov, faxed to 207-874-8900, or sent via USPS to 389 Congress St, Licensing and Housing Safety Division, Portland, Maine 04101. If no response is received within two (2) weeks this matter may be referred to Corporation Counsel for legal action. Please reference case number **RCC2400009**. I appreciate your anticipated cooperation, and please contact our office by calling 207-874-8900 if you have any questions.

Thank you,

Adam O'Connor
Rental Registration Inspector