LANDLORD PACKET

Thank you for participating in the Housing Choice Voucher Program!

If you have questions please do not hesitate to contact us at (207)624-5789 or 1-866-357-4853
*FAX documents to 207-624-5713.

- It is very important that you and the tenant take your time with this packet and be sure to complete each form.
- You will note that some forms are signed by the landlord only, and some must be signed by both the tenant and landlord.

When we receive this packet it must contain the following completed forms:

1. Request for Tenancy Approval - It is crucial that you fill out ALL sections of this form. This is a 2 page form and must be completed, signed and dated by both parties.
2. Relative Policy
3. Lead Paint Hazards – This is a Federal law. PLEASE take your time and be sure to complete all applicable check-off boxes and signatures. NOTE: This disclosure is required for properties built before 1978.
4. IRS Form W-9 – The name and Taxpayer Identification Number given on this form is who the check must be made payable to, and who the Form 1099 will be sent to.
5. Owners Information
6. ACH Transfer/Deposit form – to sign up for payments via direct deposit, please complete this form.
7. You must also provide a SAMPLE copy of the lease you intend to use. This is for our review only, and must NOT be signed and executed. Please see Notice to Landlords which outlines what HUD requires the lease to contain. After the unit passes inspection and we determine the actual move-in date you will be asked to execute a lease. Program regulations require a 12 month lease.

Other documents included in this packet:

- Notice to Landlords – Provides important information concerning the inspection and payment process.
- HCV Move-In Inspection Checklist – Provides important information concerning the inspection requirements
- Partner Portal – Provides instructions for online access to individual unit and payment information for all of the HCV participants you house with Maine State Housing Authority’s assistance
- VAWA – Provides important information regarding a landlord’s obligations under the Violence Against Women Act (VAWA)
**Request for Tenancy Approval**

**Housing Choice Voucher Program**

**U.S. Department of Housing and Urban Development**

**Office of Public and Indian Housing**

**OMB Approval No. 2577-0169**

(exp. 09/30/2017)

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**Public reporting burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.**

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1. **Name of Public Housing Agency (PHA)**
   - MaineHousing
   - 353 Water St
   - Augusta, ME 04330

2. **Address of Unit (street address, apartment number, city, State & zip code)**
   - 353 Water St
   - Augusta, ME 04330

3. **Requested Beginning Date of Lease**

4. **Number of Bedrooms**

5. **Year Constructed**

6. **Proposed Rent**

7. **Security Deposit Amt.**

8. **Date Unit Available for Inspection**

9. **Type of House/Apartment**
   - [ ] Single Family Detached
   - [ ] Semi-Detached / Row House
   - [ ] Manufactured Home
   - [ ] Garden / Walkup
   - [ ] Elevator / High-Rise

10. **If this unit is subsidized, indicate type of subsidy**
   - [ ] Section 202
   - [ ] Section 221(d)(3)(BMIR)
   - [ ] Section 236 (Insured or noninsured)
   - [ ] Section 515 Rural Development
   - [ ] Home
   - [ ] Tax Credit
   - [ ] Other (Describe Other Subsidy, Including Any State or Local Subsidy)

11. **Utilities and Appliances**

   The owner shall provide or pay for the utilities and appliances indicated below by an “O”. The tenant shall provide or pay for the utilities and appliances indicated below by a “T”. Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

<table>
<thead>
<tr>
<th>Item</th>
<th>Specify fuel type</th>
<th>Provided by</th>
<th>Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Heating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Electric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Conditioning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range/Microwave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous editions are obsolete

Page 1 of 2

form HUD-52517 (09/2014)

ref. Handbook 7420.8
12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

<table>
<thead>
<tr>
<th>Address and unit number</th>
<th>Date Rented</th>
<th>Rental Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

   ____ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

   ____ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

   ____ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative

Print or Type Name of Household Head

Signature

Signature (Household Head)

Business Address

Present Address of Family (street address, apartment no., city, State, & zip code)

Telephone Number

Date (mm/dd/yyyy)

Telephone Number

Date (mm/dd/yyyy)
Landlord / Tenant Declaration of the
RELATIVE POLICY

I, ____________________________________________ (tenant) declare that I do not/will not receive Housing Choice Voucher Program housing assistance while residing in a unit owned by a relative (defined as a parent, child, grandparent, grandchild, sister or brother) of any member of my household, unless MaineHousing has determined (and notified) the Owner and the family of having approved rental of the unit, notwithstanding such a relationship, provided under a reasonable accommodation for a family member with disabilities.

_________ I, (tenant) am not/will not be renting from a relative of any of my family members.

_________ I, (tenant) will be renting from a relative with a reasonable accommodation approved by MaineHousing.

_________ I, (landlord) am not/will not be renting to a relative of any family members.

_________ I, (landlord) will be renting to a relative with a reasonable accommodation approved by MaineHousing.

NOTE: Under no circumstances can a landlord reside in a federally subsidized unit for which that landlord is receiving subsidy on the behalf of a tenant family, regardless of relationship.

Tenant Signature ___________________________ Date ___________________________

Landlord Signature ___________________________ Date ___________________________
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement
Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor’s Disclosure
(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
   (i) ____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(b) Records and reports available to the lessor (check (i) or (ii) below):
   (i) ____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

   (ii) ____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee’s Acknowledgment (initial)
(c) ____ Lessee has received copies of all information listed above.
(d) ____ Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

Agent’s Acknowledgment (initial)
(e) ____ Agent has informed the lessor of the lessee’s obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy
The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

<table>
<thead>
<tr>
<th>Lessor</th>
<th>Date</th>
<th>Lessor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lessee</td>
<td>Date</td>
<td>Lessee</td>
<td>Date</td>
</tr>
<tr>
<td>Agent</td>
<td>Date</td>
<td>Agent</td>
<td>Date</td>
</tr>
</tbody>
</table>
**Form W-9** (Rev. December 2014)  
**Department of the Treasury**  
**Internal Revenue Service**

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

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### Part I  
**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### Part II  
**Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and certain entities, not individuals; see instructions on page 3; and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

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### General Instructions

**Section references are to the Internal Revenue Code unless otherwise noted.**

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest)
- Form 1098-E (student loan interest)
- Form 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See "What is backup withholding?" on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See "What is FATCA reporting?" on page 2 for further information.
Owner Information

IMPORTANT: This document does not take the place of IRS Form W-9.

*All payments will be direct deposited once account information on the ACH Transfer/Deposit form is processed.

Name: ____________________________  **Name must match tax ID on S.S. card or tax ID award letter**

Physical Address: ____________________________

Mailing Address: ____________________________

SSN or Tax ID: ____________________________

Phone Number: ____________________________

Email Address: ____________________________

Property Manager Information

Name: ____________________________

Mailing Address: ____________________________

Phone Number: ____________________________

Email Address: ____________________________

Mail Correspondence & Payments to: □ Owner  or  □ Property Manager

Mail 1099 to: □ Owner  or  □ Property Manager

Signature ____________________________  Date ____________________________

Additional Information (optional)

Would you like to list your rental properties on MaineHousingSearch.org?

□ YES  □ NO  □ ALREADY LISTED

MaineHousing refers all potential tenants to www.mainehousingsearch.org to locate available housing. This is a free online rental listing service that links people who need housing with the housing they need. Tenants can search online or call 1-877-428-8844 for customer service assistance.

If you checked Yes, MaineHousing will provide your contact information to Socialserve and a representative will contact you directly to gather the information needed to list your units. Socialserve will then contact you periodically to update the vacancy status of your rental units or you can register directly at mainehousingsearch.org and manage your own account.
HCV/STEP - ACH Transfer/Deposit – Mandatory

- Please note: Direct Deposit is required to receive payment.
- Please include a void check (not a deposit slip) - thank you!

Directions:
- To sign up for Direct Deposit, please complete Sections 1 and 2 and return this form to Maine State Housing Authority at the address below.
- Payees must notify Maine State Housing Authority of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

<table>
<thead>
<tr>
<th>A NAME OF PAYEE (must match IRS Form 1099)</th>
<th>B TYPE OF DEPOSITOR ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS (street, route, P.O. Box, APO/FPO)</td>
<td>CHECKING   SAVINGS</td>
</tr>
<tr>
<td>CITY STATE ZIP CODE</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NUMBER AREA CODE</td>
<td></td>
</tr>
<tr>
<td>PAYEE/JOINT PAYEE CERTIFICATION</td>
<td></td>
</tr>
<tr>
<td>I certify that I will receive IRS form 1099 and am entitled to the payment and that in signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE DATE</td>
<td></td>
</tr>
<tr>
<td>PAYEE/JOINT PAYEE CERTIFICATION</td>
<td></td>
</tr>
<tr>
<td>I certify that I will receive IRS form 1099 and am entitled to the payment and that in signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE DATE</td>
<td></td>
</tr>
</tbody>
</table>

Maine State Housing Authority
353 Water Street
Augusta, ME 04330
Phone (207) 626-4600
Fax (207) 624-5713
Attn: HCV Program

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF FINANCIAL INSTITUTION</th>
<th>ROUTING NUMBER Check Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPOSITOR ACCOUNT NAME</td>
<td></td>
</tr>
<tr>
<td>(will not receive IRS Form 1099 if different from box A)</td>
<td></td>
</tr>
</tbody>
</table>

Your Email:__________________________

SECTION 3 (FOR OFFICE USE ONLY)

<table>
<thead>
<tr>
<th>RECEIVED BY (INT)/ DATE</th>
<th>ENTERED BY (INT)/ DATE</th>
<th>MONTH OF FIRST ELECTRONIC TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DATE PRE-NOTED IN KIT | PRE-NOTE EXP DATE | NEW OR UPDATE | ACH ID# |
----------------------|------------------|---------------|--------|
NOTICE TO LANDLORDS

MaineHousing screens only for program eligibility. Landlords are responsible for their own tenant screening. Prospective landlords may request the following information in writing from MaineHousing:

- Tenant’s current address
- Name and address of tenant’s current landlord
- Name and address of tenant’s previous landlord

Upon receipt of the enclosed Landlord Packet, MaineHousing will verify the eligibility of the unit and schedule an inspection within 15 days.

After the unit passes inspection and we determine the actual move-in date, you will be asked to execute a lease with the tenant and a Housing Assistance Contract with MaineHousing.

The Housing Assistance Payment (HAP) Contract will be supplied to Landlord for signature as it is a contract between MaineHousing and the Landlord.

MaineHousing will also supply the landlord with a copy of the required Violence against Women Act (VAWA) Lease Addendum which must be signed by the tenant and landlord and returned to MaineHousing with the HAP contract.

The Lease must be supplied by the Landlord as it is a contract between the Landlord and Tenant. MaineHousing is not a party to the lease and therefore cannot enforce it.

The US Department of Housing and Urban Development (HUD) requires the lease to contain the following items:

- Landlord and Tenant Names
- Unit Address
- Lease effective date (This must coincide with the Housing Assistance Payment Contract)
- Lease term (including initial term of 12 months and provisions for renewal)
- Contract Rent Amount
- Specification of what utilities and appliances the owner must supply and what utilities and appliances the tenant must supply
- Tenant and Landlord signatures

IMPORTANT PAYMENT INFORMATION:
MaineHousing can start payment on a unit once it passes a Housing Quality Standards Inspection. However, HAP payments cannot be issued to an Owner until an executed HAP Contract VAWA Addendum and Lease are received by MaineHousing.

Please note that MaineHousing issues HAP payments at the beginning of the month only. Therefore, HAP payment will be made to an Owner at the beginning of the month following the receipt of the executed HAP Contract and Lease.
Maine Housing Authority

Housing Choice Voucher Program
Move-In inspection Checklist

This checklist is designed to offer the owner a preview of the items which will be covered during a typical move-in inspection. It should be remembered that this checklist is a general guide and may not contain every item in a home. In addition, the items may vary by the type of home to be inspected.

FOUR THINGS TO REMEMBER WHEN SCHEDULING A MOVE-IN INSPECTION:

1. THE OWNER OR OWNER’S REPRESENTATIVE MUST BE PRESENT DURING THE INSPECTION
2. THE HOME SHOULD BE VACANT; AN INSPECTION WILL NOT BE CONDUCTED IF THE PRIOR TENANT IS STILL LIVING IN THE UNIT
3. ALL UTILITIES MUST BE TURNED ON AT THE TIME OF INSPECTION (ELECTRICITY, WATER, GAS, ETC)
4. ALL BASEMENTS, GARAGES AND OUT BUILDINGS MUST BE OPEN AND ACCESSIBLE FOR INSPECTION

General Inspection Criteria (these apply to each room as necessary)

| Interior and Exterior Surfaces | No chipping paint, peeling paint, peeling wallpaper, paneling, etc. |
| Licensed Trades | All work on units must be completed by a state licensed professional, if so required by law. This includes, but is not limited to, electrical, plumbing and oil & solid fuel, as applicable |
| Walls | Plaster, drywall, paneling and framing materials must be sound with no holes |
| Ceilings | No leakage, major staining, sagging, holes or other damage |
| Windows | Must be in good working condition, solid and intact (For bedroom windows see Page 3) |
| Window screens | If present, must be in good condition |
| Interior doors | Must work and be in good condition |
| Exterior doors | Must be weather tight, lockable, have a threshold and all trim intact |
| Floors | Must be in a clean finished state; free of holes and trip hazards |
| Wood floors | Must be sanded smooth and finished, no raw wood, subfloors, concrete; all floors should have some form of baseshoe, trim or sealing |
| Security | Exterior doors must lock. First floor or other accessible windows must lock |
| Sinks | Must have shutoff valves unless faucets are wall mounted, gas traps, stoppers and no large cracks or stains |

**Living room (mandatory room)**

| Electricity | Must have at least two working outlets or one working outlet and one permanently installed light |
| Window (mandatory) | Must have at least one window |

Updated 06/14/2016
### Bathroom (mandatory room)

<table>
<thead>
<tr>
<th><strong>Electricity</strong></th>
<th>Must have at least one permanently installed light</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flush toilet</strong></td>
<td>Must work with no leaks or constant running, be sanitary with no cracks on lids, seats or main body</td>
</tr>
<tr>
<td><strong>Tubs and showers</strong></td>
<td>Must be fully operable, sanitary, properly caulked or sealed with no cracks and have a surround in good condition</td>
</tr>
<tr>
<td><strong>Ventilation</strong></td>
<td>Must have a working vent fan with clean filter or an openable window</td>
</tr>
</tbody>
</table>

### Electrical

<table>
<thead>
<tr>
<th><strong>Ground-fault circuit-interrupter (GFCI) protection</strong></th>
<th>Must be installed for all outlets in bathrooms, outlets installed to serve countertops in kitchens, outdoors (must also be covered), crawl spaces, garages and accessory buildings located at or below grade, sinks in areas other than the kitchen where receptacles are installed within 6 feet of the outside edge of the sink</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Romex type plastic wiring</strong></td>
<td>May not be exposed in a living area</td>
</tr>
<tr>
<td><strong>Electric hazards</strong></td>
<td>Open junction boxes, ungrounded three-prong outlets, cracked or missing outlet or switch covers, missing globes or light bulbs, missing knockouts, dangling unsecured wires and other electric hazards are not allowed anywhere in the unit including basements</td>
</tr>
</tbody>
</table>

### Heating and Plumbing

<table>
<thead>
<tr>
<th><strong>Unvented space heaters</strong></th>
<th>Never allowed (except electric)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boilers or furnaces</strong></td>
<td>All oil or gas fired units must be serviced each year and a current tag placed at the unit by the technician who did the work</td>
</tr>
<tr>
<td><strong>All heating equipment</strong></td>
<td>Must be compliant with all applicable codes</td>
</tr>
<tr>
<td><strong>Water</strong></td>
<td>Must be from an approvable system, have no odor or color; hot and cold water is required at all sinks and tubs/showers</td>
</tr>
<tr>
<td><strong>Sewer</strong></td>
<td>Must have no leaks or smell of sewer gas and be connected to an approvable public or private disposal system</td>
</tr>
<tr>
<td><strong>Water heater</strong></td>
<td>Must be code compliant and have a pressure relief drain line installed to within 6”-12” of the floor</td>
</tr>
<tr>
<td><strong>Wood, wood pellet heat</strong></td>
<td>Must meet all state and local codes</td>
</tr>
</tbody>
</table>

### Kitchen (mandatory room)

<table>
<thead>
<tr>
<th><strong>Electricity</strong></th>
<th>Must have at least one working outlet and one permanently installed light</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outlets</strong></td>
<td>All outlets along or serving the kitchen counters and within 6 feet of the outside edge of a sink must be GFCI protected</td>
</tr>
<tr>
<td><strong>Stove or range w/oven</strong></td>
<td>Must be clean and in working order</td>
</tr>
<tr>
<td><strong>Range hood (if present)</strong></td>
<td>Must be operable and have a clean filter</td>
</tr>
<tr>
<td><strong>Refrigerator</strong></td>
<td>Must maintain adequate temperature to protect food, freezer must work</td>
</tr>
<tr>
<td><strong>Cabinets, counter space</strong></td>
<td>Must have adequate area to prepare, store and serve food</td>
</tr>
</tbody>
</table>

*Updated 06/14/2016*
### Bedrooms

<table>
<thead>
<tr>
<th>Electricity</th>
<th>Must have at least two working outlets or one working outlet and one permanently installed light</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Window (mandatory)</strong></td>
<td>Bedroom must always have one window that functions as designed.</td>
</tr>
<tr>
<td></td>
<td>• If the unit is fully sprinkled the window does not have to meet egress requirements per NFPA 101 Life Safety Code.</td>
</tr>
<tr>
<td></td>
<td>• If unit not sprinkled, the window must meet NFPA 101 Life Safety Code as stated in the paragraphs below.</td>
</tr>
<tr>
<td></td>
<td>Any building constructed after 1976 shall be required to comply with the requirement to provide 5.7 square feet of net clear opening with a minimum width of 20” and a minimum height of 24”. The window shall also meet all other requirements for egress windows contained in NFPA 101 Life Safety Code. Any replacement windows installed in a building constructed after 1976 shall be required to meet the net clear opening of 5.7 square feet. This shall be measured with the window in its natural open position.</td>
</tr>
<tr>
<td></td>
<td>Any building constructed before 1976 will be allowed to meet the following specifications. The net clear opening would be allowed to meet the minimum 20” in width and 24” in height with a total net clear opening of 3.3 square feet; if the window is constructed of wood or vinyl and the overall window sash size meets a minimum of 5.0 square feet. The window shall meet all other requirements for an egress window as specified in NFPA 101 Life Safety Code as adopted by the Office of State Fire Marshal. Any replacement window installed in a building constructed before 1976 shall meet the same requires as the existing windows and shall not reduce the existing net clear opening below the minimum requirements.</td>
</tr>
<tr>
<td><strong>Carbon monoxide detector</strong></td>
<td>There must be a carbon monoxide detector within 15 feet of each bedroom that is powered by both the electrical service in the building and a battery; or a non-replaceable 10-year battery</td>
</tr>
</tbody>
</table>

### Building Exterior and Structural Integrity

<table>
<thead>
<tr>
<th>Roofing</th>
<th>Roofs on all buildings including, garages, barns, sheds and outbuildings must be leak free, show no signs of advanced aging or deterioration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding</td>
<td>All buildings must have continuous siding with no major holes or tears</td>
</tr>
<tr>
<td>Yard and grounds</td>
<td>Must be maintained in reasonable condition</td>
</tr>
<tr>
<td>Guardrails</td>
<td>Must be installed wherever falling hazards are approximately 30 inches or more above the ground</td>
</tr>
<tr>
<td>Drainage</td>
<td>Proper interior and exterior drainage system must be present which prevents pooling water and development of mold, rot, etc.</td>
</tr>
<tr>
<td>Structural Integrity</td>
<td>All structures associated with the unit must be sound with no evidence of collapse or potential for injury or death</td>
</tr>
</tbody>
</table>

*Updated 06/14/2016*
<table>
<thead>
<tr>
<th><strong>MOBILE HOMES ONLY</strong></th>
<th>Manufactured homes must have proper HUD approved tie-down devices capable of surviving wind loads common to the area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Numbering</strong></td>
<td>All units and buildings must be clearly and properly numbered</td>
</tr>
</tbody>
</table>

**Health and safety**

<table>
<thead>
<tr>
<th><strong>Smoke detectors</strong></th>
<th>At a minimum there must be one smoke detector on each level of the unit including the basement. Hard-wired with battery backup must be installed on all floors including the basements and interior common hallways in all units in apartment buildings with 3 or more units. As a substitute, in the common hallways a 10-year sealed tamper-resistant battery powered smoke detector may be installed. It is recommended that only hard-wired smoke detectors with battery back-up be used in all applications and that one be installed in each bedroom.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead-based paint</strong></td>
<td>All peeling paint on or in buildings built before 1978 and having children under 6 years of age will be treated as lead-based paint and must be stabilized as required by law (contact MaineHousing for details)</td>
</tr>
<tr>
<td><strong>Indoor air quality</strong></td>
<td>Although some mold presence is normal, mold amplification is not. The unit must be free from abnormally high levels of air pollution caused by carbon monoxide, sewer gas, fuel gas, dust or other harmful pollutants. Although HUD does not specifically address such items as mold, radon or asbestos, MaineHousing will categorize by definition these under “harmful pollutants”.</td>
</tr>
<tr>
<td><strong>Insect and rodent infestation</strong></td>
<td>MaineHousing’s interpretation is to assume any infestation as “serious and persistent” and fail the unit. Owners will be required to show proof of correction attempts for the unit to pass upon re-inspection. Any Maine state laws regarding infestations must be followed. MaineHousing inspectors will not perform an inspection if they determine that any infestation or suspected infestation constitutes a threat to their health and safety.</td>
</tr>
<tr>
<td><strong>Stairs and handrails</strong></td>
<td>All stairways and porches must be in good condition and free of trip hazards; handrails are required on most stairways with 4 or more steps</td>
</tr>
<tr>
<td><strong>Clutter, excess storage, debris</strong></td>
<td>Is not allowed in the interior or exterior of the unit and building if deemed a safety hazard or eyesore by the inspector</td>
</tr>
<tr>
<td><strong>Hazardous materials</strong></td>
<td>Such as gasoline or propane are not allowed in the building</td>
</tr>
<tr>
<td><strong>Fire safety</strong></td>
<td>All doors and pathways to exits must be clear; double keyed deadbolts are not allowed on doors; if present, fire extinguishers must have a current inspection tag; all sprinkler systems must have a current inspection tag; emergency lighting must be fully functional, and where applicable all exit signs must be present and in the proper locations</td>
</tr>
</tbody>
</table>

Updated 06/14/2016
MaineHousing
Maine State Housing Authority

Introducing Partner Portal

https://partnerportal.mainehousing.org

MaineHousing’s Section 8 Housing Choice Voucher Program (HCV)
is excited to offer participating landlords a new way
to access unit and Housing Assistance Payment information!

How do I access Partner Portal?

To access MaineHousing’s Partner Portal go to https://
partnerportal.mainehousing.org.

1. First time users: Click on “Create an
Account”. You will need to enter your Tax ID
number using the number that was provided
on the W-9 to MaineHousing when the
participant leased up.

2. Enter username, password, confirm password,
and your email address.

   Please note: Passwords must be at least 8
   characters long, and contain at least 1 upper
case and 1 lower case letter, 1 symbol, and 1
number. While your username is not case-
sensitive, your password is case-sensitive.

3. Click on “Create Account” when the form is
complete.

An automatic message will be sent to your email
inbox. MaineHousing will have to approve you as a
user before you will be able to sign in.

What happens once I am approved?

Once you have received an email notification telling
you that you have been approved to use Partner Portal
you may log in using the username and password you
created.

If you forget your username or password, please click
on the link “Forgot your Password” and a new ID will
be emailed to you.
What are the features of Partner Portal?

The information you need to make it easier to be a successful Section 8 HCV landlord is listed in the following features:

My Families: Families you have housed through our program.

My Units: The units in which you have housed tenants through the HCV program.

My Payments: All payments made to you through the HCV program. Click on the (>) symbol to expand the information.

You can also view the information in an Excel spreadsheet by entering the check/direct deposit number or range of dates for more than one payment. Click "Go", followed by the Excel icon, open, and then print document.

My Profile: The detailed setup information you entered when signing up for Partner Portal. At the bottom of this screen is a link where you can subscribe or unsubscribe to MaineHousing’s Newsletter.

Holds and Abatements: A list of units on payment hold or in abatement, along with a general reason.

Communications: Many informational forms can be found here, including:

- W-9 Forms;
- Owner's information sheet;
- ACH direct deposit form;
- Move-in inspection checklist;
- Radon information and form;
- Landlord disclosure/acknowledgement form;
- Updates.

Questions?

Please direct any questions or concerns to Wendy Gosselin at 207-626-4696 or wgosselin@mainehousing.org or Melinda Folsom at 207-626-4664 or mfolsom@mainehousing.org.

Multiple properties? Entities that manage more than one property using different Tax ID’s will need to contact either Wendy Gosselin or Melinda Folsom to set up their account.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation and gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation and gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following persons responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and for addressing grievances: Louise Patenaude, Maine State Housing Authority, 350 Water Street, Augusta, Maine 04330-4559. Telephone Number 1-800-452-4668 (voice in state only) (207) 626-4668 (voice) or Maine Relay 711.
A federal law that went into effect in 2013 protects individuals who are victims of domestic violence, dating violence, sexual assault, and stalking. The name of the law is the Violence against Women Act, or “VAWA.” This notice explains your obligations under VAWA.

**Protections for Victims**

You cannot refuse to rent to an applicant solely because he or she is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

You cannot evict a tenant who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking based on acts or threats of violence committed against the victim. Also, criminal acts directly related to the domestic violence, dating violence, sexual assault, or stalking that are caused by a household member or guest cannot be cause for evicting the victim of the abuse.

**Permissible Evictions**

You can evict a victim of domestic violence, dating violence, sexual assault, or stalking if you can demonstrate that there is an *actual and imminent* (immediate) threat to other tenants or employees at the property if the victim is not evicted. Also, you may evict a victim for serious or repeated lease violations that are not related to the domestic violence, dating violence, sexual assault, or stalking. You cannot hold a victim of domestic violence, dating violence, sexual assault, or stalking to a more demanding standard than you hold tenants who are not victims.

**Removing the Abuser from the Household**

You may bifurcate (split) the lease to evict a tenant who has committed criminal acts of violence against family members or others, while allowing the victim and other household members to stay in the unit. If you choose to remove the abuser, you may not take away the remaining tenants’ rights to the unit or otherwise punish the remaining tenants. In removing the abuser from the household, you must follow federal, state, and local eviction procedures.

**Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

If a tenant asserts VAWA’s protections, you can ask the tenant to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. You are not required to demand official documentation and may rely upon the victim’s statement alone. If you choose to request certification, you must do so in writing and give the tenant at least 14 business days to provide documentation. You are free to extend this deadline. A tenant can certify that he or she is a victim by providing any one of the following three documents:

- A completed, signed HUD-approved certification form. The most recent form is HUD-5382. This form is available at the housing authority or online at https://portal.hud.gov/hudportal/documents/huddoc?id=5382.docx.

- A statement from a victim service provider, attorney, mental health professional, or medical professional who has helped the victim address incidents of domestic violence, dating violence, sexual assault, or stalking. The professional must state that he or she believes that the incidents of abuse are real. Both the victim and the professional must sign the statement under penalty of perjury.

- A police or court record, such as a protective order, or administrative record.
If the tenant fails to provide one of these documents within 14 business days, you may evict the tenant if authorized by otherwise applicable law and lease provisions.

Confidentiality
You must keep confidential any information a tenant provides to certify that he or she is a victim of domestic violence, dating violence, sexual assault, or stalking. You cannot enter the information into a shared database or reveal it to outside entities unless:

- The tenant provides written permission releasing the information.
- The information is required for use in an eviction proceeding, such as to evict the abuser.
- Release of the information is otherwise required by law.

The victim should inform you if the release of the information would put his or her safety at risk.

VAWA and Other Laws
VAWA does not limit your obligation to honor court orders regarding access to or control of the property. This includes orders issued to protect the victim and orders dividing property among household members in cases where a family breaks up.

VAWA does not replace any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

Additional Information
- If you have any questions regarding VAWA, please contact MaineHousing at 207-624-5789.

Definitions
For purposes of determining whether a tenant may be covered by VAWA, the following list of definitions applies:

VAWA defines *domestic violence* to include felony or misdemeanor crimes of violence committed by any of the following:
- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction

VAWA defines *dating violence* as violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim AND (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

VAWA defines *sexual assault* as “any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks capacity to consent” (42 U.S.C. 13925(a)).

VAWA defines *stalking* as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.