Susan Flashner

284 Danforth Street, Apt. 618

Portland, ME 04102

November 4, 2013

Dear Ms Flashner,

I am writing in response to your phone inquiry to the Housing & Community Development division about our services. While our office is not able to offer legal advice, we can direct you to resources and provide information about fair housing, and tenant/landlord rights and responsibilities.

First, if you are experiencing a housing issue, you should make sure to address it and attempt to resolve it with your landlord before taking further action. You should also document these attempts and communications with your landlord in writing.

If you believe the issue you are experiencing is a violation of City building code and your housing is unsafe or unfit, please contact the City of Portland Code Enforcement division at (207) 874-8703.

Enclosed is a handbook entitled *The Rights of Tenants in Maine,* which has information about your rights under State housing law on a variety of topics, and outlines the rights and responsibilities of tenants and landlords. Pine Tree Legal Assistance created this document, and can provide free legal assistance regarding housing issues to low income persons. They can be reached at (207) 774-8211. The Maine Human Rights Commission can also assist you if you believe you are experiencing unlawful housing discrimination. They can be reached at (207) 624-6050.

If you have any further questions or would like to discuss your particular issue in detail, please do not hesitate to contact our office at (207) 756-8246.

Sincerely,

Maeve W. Pistrang

HCD Office Assistant