

Building Rules
13 Dingley Court, Portland, Maine

Smoking is absolutely prohibited inside or outside of the building.

Please keep all vehicles off the grass, including vehicles belonging to your visitors.

Please take care of all business to be done in the basement between the hours of 7:30 am and 8:30 pm. Please take care that the washing machine and dryer are not operating outside of these hours out of courtesy for your neighbor on the 1st floor.

Items may be stored outside with written permission from Nola & Sean Fennessy. This includes furniture, grills, garbage cans, plants, ornamental items, tools, sports equipment, toys, etc.

Out of courtesy for all occupants, please keep front and back hallways neat and tidy.

For the safety of all occupants, walkways must be clear at ALL times.

Garbage may not be stored in the front or back hallway/stairway at any time.

Please store your belongings in the basement in your specified area only, with the exception of laundry supplies.

Trash & recycling pick up day is Friday for Dingley Court.

We appreciate you and hope you enjoy your new neighborhood! Please do not hesitate to contact us if you ever have any concerns. We are grateful to have you help keep us informed.

Our very best,
Nola & Sean Fennessy
207-797-5052 Home
207-776-0302 Nola cell
207-671-4466 Sean cell

I/we have received a copy of Building Rules for 13 Dingley Ct, as provided for in item # 12 in the lease agreement.

Hillary Lawrence 5-29-14
Name Date

Name Date

- B. *Extended Stay.* If the tenant has not moved out of the residence by 12 noon on the day the lease ends and has not signed with the landlord a new lease, then this lease becomes a continuing "tenancy at will" and the tenant will rent from month-to-month. All terms of this lease will remain in effect, except for terms that are in conflict with a State law regulating a tenancy at will. Either party can stop this month-to-month tenancy by giving to the other party at least 30-days written notice. This notice must expire on or after the date through which rent has been paid. The first month's rent of this Extended Stay lease is due on the day after the Initial Rental Period (paragraph A) ends.
- C. *No Extended Stay.* The landlord can refuse to allow the tenant to become a month-to-month tenant at the end of the lease. To do so he must so inform the tenant at least 30 days before the end of the initial Rental Period (paragraph A). The tenant must then leave the residence no later than the last day of the Initial Rental Period.

5. RENT PAYMENTS

- A. *Rental Amount.* The rent for this residence is \$ 860 a month. The tenant shall pay the rent for each month on the 1st day of that month. If there are charges in addition to this rent they are listed below in paragraph C.
- B. *Paying the Rent.* The rent should be paid to: Nola or Sean Fennessy. The landlord can assess a penalty of 4 % (up to 4%) of the monthly rent once payment is 15 or more days late.
- C. *Additional Charges.* In addition to the monthly rent, the tenant also agrees to pay the landlord the following charges (describe the reason for the charge, the amount, and when it should be paid):

Air conditioning paid for by tenant at extra charge
of \$30/month (or \$1 per day beginning day that A/c is
plugged in).

This only applies if tenant chooses to use an air conditioner.

6. SECURITY DEPOSIT

- A. *Amount of Security Deposit.* The tenant has paid the landlord \$ 860 as a Security Deposit. The Security Deposit is in addition to rental payments and should not be substituted by the tenant for unpaid rent. The landlord will hold the Security Deposit until the end of the residency. The Security Deposit remains the tenant's money. The landlord will keep the Security Deposit separate from the landlord's own money. The landlord will not require a Security Deposit of more than two months rent.
- B. *Return of the Security Deposit.* This Security Deposit may be used by the landlord after the tenancy has ended to repair damage to the residence and for the actual costs of unpaid rent, storing and disposing of unclaimed property, or utility charges the tenant owes to the landlord. The Security Deposit cannot be used to pay for routine cleaning or painting made necessary by normal wear and tear. The landlord will return the entire Security Deposit to the tenant at the end of the lease if the following conditions are met:

- (1) The apartment is in good condition except for (a) normal wear and tear or (b) damage not caused by the tenant, the tenant's family, invitees or guests;
- (2) The tenant does not owe any rent or utility charges which the tenant was required to pay directly to the landlord; and
- (3) The tenant has not caused the landlord expenses for storage and disposing of unclaimed property.

If the landlord deducts money from the tenant's Security Deposit, the landlord will provide the tenant a list of the items for which the tenant is being charged and return to the tenant the balance of the Security Deposit.

The landlord will return the Security Deposit, or the remaining balance, to the tenant no more than thirty (30) days after the tenancy ends.

7. MOVING IN

If the residence is not ready to move into on the day the rental period begins (see Section 4, "LENGTH OF LEASE"), the tenant may cancel the lease and receive a full refund. If the tenant chooses to wait until the residence is ready, then the rental period will begin with the first day the tenant moves in and the first month's rent payments will be proportionately reduced.

8. SERVICES PROVIDED BY THE LANDLORD

Utilities and services shall be paid by the parties as follows (check one):

UTILITIES / SERVICES	LANDLORD	TENANT
Electricity	✓	
Heating Oil		
Natural Gas	✓	
Sewerage	✓	
Trash Removal		✓ <i>City of Portland</i>
Yard Maintenance	✓	✓ <i>Blue Trash Bags</i>
Snow Removal		✓
Air Conditioning		✓
Hot Water	✓	
Cold Water	✓	
Telephone		✓
Cable Television		✓
Internet Services		✓

The landlord will also provide the following services:

Mow the grass

9. TENANT RESIDENTIAL RESPONSIBILITIES

- A. *Use Only as a Residence.* The tenant agrees that the residence will be used only as a residence, except for incidental use in trade or business (such as telephone solicitation of sales or arts and crafts created for profit). Such incidental uses will be allowed as long as they do not violate local zoning laws or affect the landlord's ability to obtain fire or liability insurance. The total number of persons residing in this residence cannot exceed 1.
- B. *Damage.* The tenant agrees not to damage the apartment, the building, the grounds or the common areas or to interfere with the rights of other tenants to live in their apartments in peace and quiet. Damage (other than normal wear and tear) caused by the tenant, the tenant's family, invitees or guests shall be repaired by the tenant at the tenant's expense. Upon the tenant's failure to make such repairs the landlord, after reasonable written notice to the tenant, may make the repairs and the tenant shall be responsible to the landlord for their reasonable cost.
- C. *Alterations.* No alteration, addition or improvement to the residence shall be made by the tenant without the prior written consent by the landlord.

10. LANDLORD RESIDENTIAL RESPONSIBILITIES

- A. *Legal Use Of The Residence.* The landlord agrees not to interfere with the tenant's legal use of the residence.
- B. *Residence Must Be Fit To Live In.* The landlord promises that the residence: (1) complies with applicable housing codes; (2) is fit to live in; and (3) is not dangerous to the life, health or safety of the occupants. The landlord agrees to make all necessary repairs and take all necessary action to keep the residence fit to live in and to meet all applicable housing code requirements including keeping the apartment free of bedbugs. The landlord is not responsible for this promise if the residence becomes unfit to live in due to the tenant's misconduct or the misconduct of the tenant's family, invitees, or guests. Prior to the tenant entering into this lease, the landlord agrees to provide the tenant with both the federal lead-based paint hazard notice and brochure, unless the housing is specifically exempt from this requirement.
- C. *Tenant's Rights If The Landlord Fails To Provide Services*
- (1) *Unsafe conditions.* If there are conditions in the residence that threaten health or safety, state law allows the tenant to withhold rent and to use it to make minor repairs to the unsafe conditions or to purchase fuel oil during the heating season. Except in an emergency, before withholding rent the tenant must first provide 14 days prior written notice to the landlord and meet other Maine statutory requirements. The tenant cannot withhold more than \$500 or one half of the monthly rent, whichever is the greater. This state law does not apply if the residence is in a building of 5 or less residences, one of which is occupied by the landlord.
 - (2) *Failure to provide utilities.* If the landlord fails to provide electric, gas, water or telephone utilities as agreed to in Section 8 of this lease, State law allows the tenant to pay for these utilities and deduct the amount paid from the rent due.
 - (3) *Unlivable conditions.* If, through no fault of the tenant, the residence is so damaged that it cannot be lived in and because of the damage the tenant moves out, the tenant will not be liable for rent from the day of the damage and may cancel the lease on 3 days notice.

11. LANDLORD ENTRY INTO THE RESIDENCE

Except for emergencies, the landlord may enter the apartment only during reasonable hours and after obtaining the tenant's consent at least 24 hours in advance. The tenant may not unreasonably withhold consent to the landlord to enter the residence.

12. BUILDING RULES

The tenant agrees to obey all building rules describing tenant conduct and responsibilities. A written copy of these rules shall be given to the tenant when the tenant signs this lease. The landlord may make reasonable additions or changes to these rules, upon adequate notice to the tenant.

13. DISTURBING THE PEACE

The tenant agrees not to cause or allow on the premises any excessive nuisance, noise or other activity which disturbs the peace and quiet of neighbors or other tenants in the building or violates any state law or local ordinance. The landlord agrees to prevent other tenants and other persons in the building or common areas from similarly disturbing the tenant's peace and quiet.

14. EVICTION FOR VIOLATIONS OF LEASE

A. *Notice of Violation.* Serious or repeated violations of the terms of this lease can result in termination of the lease and eviction of the tenant. Except for failure to pay rent (see Paragraph B) or dangerous actions by a tenant (see paragraph C), if the tenant does not live up to the terms of this lease the following will occur:

- (1) The landlord will deliver to the tenant a written notice describing the violation and demanding that the tenant cease the lease violation within 10 days of delivery of the notice.
- (2) If the tenant does not comply within that 10-day period, the landlord will deliver to the tenant a second written notice that the lease will end within 30 days. On that day, the lease term automatically terminates and the tenant will leave the residence and return the keys to the landlord.

B. *Eviction for Failure to Pay Rent.* If the tenant is 14 days or more late in paying the rent the landlord may send a notice that states that the lease will end in 7 days, unless the tenant pays all overdue rent or late charges before that 7 day period ends. If the tenant fails to pay the rent, the lease term automatically terminates and the tenant will leave the residence and return the keys to the landlord.

C. *Eviction For Dangerous Acts.* If the tenant's actions pose an immediate threat to the health or safety of other residents or the landlord or the landlord's employees, or to the physical structure of the residence, then the lease can be immediately terminated, without prior warning.

D. *Notice of Termination.* The landlord must notify the tenant in writing when the lease is terminated. This notice must:

- (1) State the reasons for termination with enough specificity to allow the tenant to prepare a defense;
- (2) Advise the tenant that if a judicial proceeding for eviction is commenced, the tenant has the right to present a defense in that proceeding; and
- (3) Be served on the tenant by sending a prepaid first class properly addressed letter (return receipt requested) to the tenant at the residence or by delivering a copy of the notice to the residence.

E. *Forcible Eviction.* The landlord will not physically force the tenant out by removing the tenant's possessions or by changing the lock on the tenant's door or by any other method. The tenant can be forcibly removed from the residence only by a law enforcement officer after a Maine Court has ordered eviction. The tenant will be given prior notice of the court eviction hearing and will have a chance to testify. Only after this hearing can the court order the tenant's forcible eviction.

15. NOTIFYING THE LANDLORD OR TENANT

A. *Notices to the tenant.* Unless otherwise required in this lease or by law, any notice from the landlord to the tenant will be valid only if:

- (1) it is in writing; and
 - (2) it is addressed to the tenant at the residence and personally delivered to the tenant's residence or sent by mail. The effective date of a notice will be the day it is personally delivered to the residence or, if it is mailed, two days after the date it is postmarked.
- B. *Notices to the landlord.* Unless otherwise required in this lease or by law, the tenant will give all required notices to the landlord in writing, delivered personally or sent by mail to the landlord or, if appropriate, to the landlord's managing agent at the address given in this lease. The effective date of a notice will be the day it is personally delivered to the residence or, if it is mailed, two days after the date it is postmarked.

16. ABANDONED PROPERTY

The landlord shall dispose of all abandoned property in compliance with the provisions of the Maine abandoned property statutes.

17. SUBLEASING

The tenant agrees not to sublease or assign this residence without the prior written consent of the landlord. Consent will not be withheld except for good reason.

18. OCCUPANTS

The residents listed below shall be the sole occupants of the leased premises:

Hilary Laurence

19. PETS

The tenant may may not (check one) maintain pets in the residence. If the tenant is allowed to have pets, only the following pets may live in the residence.

1 Cat with landlord approval prior to cat ownership please

with landlord approval

20. CONDITION OF RESIDENCE AT THE TIME LEASE IS SIGNED

Prior to signing this lease the landlord and the tenant did did not (check one) inspect together the residence. If they did inspect the residence, their findings were as follows:

A. *Residence defects.* The following substantial defects were observed:

B. *Landlord work or repairs.* The following work or repairs to be done by the landlord were agreed upon:

Replace washing machine in basement. - New washer
July 2014

C. *Tenant work or repairs.* The following work or repairs to be done by the tenant were agreed upon (indicate whether tenant or landlord is responsible for the expense):

D. *Conditions that will remain unchanged.* The following residential conditions were agreed would remain unchanged:

21. WHEN THE LEASE ENDS

When the lease ends, the tenant agrees to return the residence in the same condition as it was at the start of the lease, except for normal wear and tear and except for those inspection items which were noted in Section 20 of this lease and not repaired. The tenant will have to pay for damage to the residence only if the damage was caused by the tenant or the tenant's family, invitees or guests. The tenant must return the keys to the residence or else the tenant can be considered a "hold-over" tenant and still obligated to pay monthly rent.

22. OTHER AGREEMENTS

The landlord and the tenant also agree to the following:

Rugs were professionally cleaned 5/23/14
Trim and walls in front and middle rooms painted 5/22/14
Brand new kitchen cabinets and countertop installed 5/22/14

18. WHEN THE LEASE ENDS

When the lease ends, the tenant agrees to return the residence in the same condition as it was at the start of the lease, except for normal wear and tear and except for those inspection items which were noted at the time this lease was signed and not repaired. The tenant will have to pay for damage to the residence only if the damage was caused by the tenant or the tenant's family, invitees, service animal or guests. The tenant shall remove all personal property¹⁹ and return the keys.

19. BREACH

Any violations of the provisions of this agreement by the Tenant will be deemed breach of the lease and the Landlord may pursue legal remedies including an action to evict the tenant.²⁰

If the Landlord violates any provisions of this lease, the tenant may sue to enforce its terms. By signing this lease the tenant does not waive any rights he has under the law.

20. SIGNATURES

The tenant and landlord have each received identical copies of the lease, (including the smoking policy) each copy signed and dated by both landlord and tenant.

(date)

6/6/14

(tenant)

Adrienne L. L...

(date)

6/6/14

(tenant)

Marilyn E. J...

(date)

(landlord)

¹⁹ If the tenant leaves personal property on the premises, the landlord must follow 14 M.R.S. § 6013 to remove it.

²⁰ If it becomes necessary to resort to legal action the landlord and the tenant should consult lawyers. The Attorney General's Office cannot give legal advice. The eviction process is governed by 14 M.R.S. § 6001-6008 and Maine Rule of Civil Procedure 80 D. It requires certain notice to the tenant, a court filing served on the tenant by the sheriff and a hearing. The tenant should appear at the hearing and may assert defenses such as the landlord breached the warranty of habitability or is evicting the tenant in retaliation for complaining about code violations. The landlord must follow the legal eviction procedure and cannot force the tenant out by changing the locks or removing the furniture etc. See the Attorney General's Guide to Landlord Tenant Law for more information on the laws governing evictions.

PORTLAND HOUSING AUTHORITY
14 BAXTER BOULEVARD, PORTLAND ME 04101-1822
Administrative Office (207) 773-4753 * TDD (207) 774-2570
Fax (207) 774-6471

August 28, 2015

Fennessy, Sean
32 Tremaine St
Portland, ME 04103

Owner#: 4382
Voucher: 100179
Description: Regular Voucher
Entity ID: 100943

Dear Fennessy, Sean:

An examination of Hillary Lawrence's housing assistance payment has been completed. The review has resulted in the following changes:

Total Contract Rent	\$890.00
Tenant Rent to Owner	\$223.00
Housing Assistance Payment	\$667.00
Utility Reimbursement	\$0.00

Effective Date: 11/1/2015

The adjustments as outlined above will renew or continue the Housing Assistance Payments Contract and do not require the signature of the Family Representative.

This NOTICE is presented to you in accordance with the terms and conditions of the Housing Assistance Payments Contract and/or Lease Agreement. Therefore, this NOTICE shall be attached to and made a part of your Housing Assistance Payments Contract and/or Lease Agreement. All other covenants, terms and conditions of the original Housing Assistance Payments Contract and/or Lease Agreement remain the same.

If you have any questions regarding this determination, please write or call our office. If you disagree with this calculation, you have the right to request (in writing) an informal hearing within 10 days from the date of this notice.

Sincerely,



Beth Heywood
Section 8 Housing Officer

cc: Hillary Lawrence

When requested, the PHA may modify normal procedures to accommodate the needs of a person with disabilities. The PHA will take affirmative steps to communicate with people who indicate a need for services or information in a language other than English.

Document ID: 466701

§ 16.1 Attorney General's Model Residential Lease

SAMPLE MAINE RESIDENTIAL LEASE

1. PARTIES TO THIS LEASE

The parties to the lease are:

LANDLORD

TENANT

Name NOLA + SEAN FENNESSY Name HILLARY LAWRENCE
 Address 32 TREMAINE Address 13 DINGLEY CT
PORTLAND, ME 04103 PORTLAND, ME 04103
 Telephone 207-776-0302 Telephone 207-751-2920

Name _____
 Address _____
 Telephone _____

2. MANAGING AGENT

If the landlord employs an agent to manage this residence, the agent is:

Name _____
 Address _____
 Telephone _____

3. RESIDENCE LOCATION

This residence is a house _____, apartment , mobile home _____ (check one).

It is located at: 13 DINGLEY CT
PORTLAND ME (Zip): 04103
 Floor: 3 Apartment number: 3

4. LENGTH OF LEASE

The landlord will rent this residence to the tenant for 12 months. This term shall begin on the 1st day of JUNE, 2015, at noon and end on MAY 31, 2016.

¹ The lease can specify that it ends on a date certain. If the parties continue their landlord tenant relationship after the lease expires without executing a new lease, it becomes a "month to month" tenancy and either party can terminate with 30 days written notice. See 14 M.R.S. § 6002 for laws specific to month to month tenancies.