



15 State Road, Kittery, Maine 03904
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www.fairtide.org

Landlord Engagement Initiative (LEI)

Risk Mitigation Fund Claim Form

Landlord: _____
Name Address Phone

LEI Tenant Name(s): _____

Property Address: _____
Street Unit No. Municipality

Landlord submits this Risk Mitigation Fund Claim Form, (the “Claim”) in accordance with the terms of the Fair Tide Landlord Engagement Initiative (LEI) Program Manual, as the same may be amended, acknowledging that the maximum claim amount to be paid from the LEI Risk Mitigation Fund shall not exceed two thousand dollars (\$2,000.00) per Unit, and upon Landlord’s oath and affirmation that the contents hereof are true and accurate to the best of the Landlord’s knowledge.

Explanation of Claim: Please provide a brief explanation of the claim in the space below.¹

¹ Additional sheets or statements may be added or required to support the Claim, as outlined herein or as deemed necessary by Claimant/Landlord.

REQUIRED DOCUMENTATION FOR PROCESSING CLAIM

In addition to the foregoing explanation of claim, the Landlord agrees to submit the following as a condition precedent to Fair Tide's review of the Claim.

- 1) Copy of the original Move-In/Move-Out inspection form, signed by Landlord, LEI Tenant, and Fair Tide Case Manager:
- 2) Copy of Landlord's notice pursuant to 14 M.R.S.A. §6033 containing an itemized statement of damages or other charges (including unpaid rent and unpaid utilities), satisfied in whole or in part by the security deposit.
- 3) Documentation or photos needed to support the claim, including the following for specific types of claims:
 - a) Physical Damage: In the case of physical damage to the Property beyond Normal Wear and Tear, a breakdown of the costs to repair the damages including receipts, estimates, and invoices for such repairs (if not already included in the notice provided to LEI Tenant pursuant to 14 M.R.S.A. §6033) and photos of Surplus Damage.
 - b) Unpaid Rent: In the case of unpaid rent, a ledger of the rents received and amounts remaining unpaid.
 - c) Unpaid Utilities: In the case of unpaid utilities, a statement from the utility provider showing the amount due and payable by the LEI Tenant which remains unpaid.
 - d) Legal Fees: In the case of legal fees incurred, a final itemized invoice for legal services showing the same paid in full, and/or the paid receipts from the Court, Sheriff's Department or other legal services provider containing reference to the case brought against tenant(s).
 - e) Lost Rent: In the case of lost rent due to a prolonged period of renovation resulting from damage caused by the tenant(s)², a rent trial balance or other accounting indicating the amount of rent lost including the period of time over which such rent was not earned.
 - f) Other Costs or Lost Revenue: In the case of all other costs or lost revenue claimed, written documentation evidencing the costs or amount of revenue lost.
- 4) Any additional information or documentation requested by Fair Tide after initial review of the Claim.

² Fair Tide will not reimburse for lost rent revenue related to prolonged periods of repair resulting from any of the following: supply chain related delays, the limited availability or unavailability of any material, workforce shortages, work stoppage for any reason including but limited to strike, acts of God, wage disputes or injury, permitting delays including permit approvals and inspections, or any other delay not directly resulting from the extent of the damages actually caused by the tenant(s).

Attestation

The undersigned Landlord submits this Claim attesting to the contents hereof and affirming that the same contains statements that are true and accurate, that any physical damage to the Unit claimed herein, if any, is the direct result of the actions or inactions of the LEI Tenant(s), and not resulting from the Normal Wear and Tear of the Property. The Landlord further attests that the documents, pictures, or other indicia of proof submitted to Fair Tide in conjunction with this Claim were created by or at the request of the Landlord and are true and accurate.

LANDLORD:
Signature _____
Name _____
Title _____
Phone _____
Email _____
Date _____

Please submit this form and all documentation in support of the Claim to Fair Tide’s Executive Director at executivedirector@fairtide.org or by mailing or delivering the same to:

Fair Tide
15 State Road
Kittery, ME 03904.