

**Advisory Service Visit Questionnaire**

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Location of property (if different):  
\_\_\_\_\_

Landmarks member:  yes  no

**Please answer the following questions. If unsure, leave blank.**

1. Style of house (please check):  
\_\_\_ Colonial, \_\_\_ Georgian, \_\_\_ Federal,  
\_\_\_ Greek Revival, \_\_\_ Victorian,  
\_\_\_ Post 1900

2. Approximate date of building?  
How was this determined? (please check):  
\_\_\_ deed, \_\_\_ map, \_\_\_ previous owner's information,  
\_\_\_ hearsay, \_\_\_ real estate agent's information,  
\_\_\_ educated guess, \_\_\_ other \_\_\_\_\_

3. How long have you owned the house?  
\_\_\_\_\_

Do you live in it?  yes  no  
If a public or commercial building, whom do you represent?  
\_\_\_\_\_

4. Number of stories? \_\_\_\_\_  
Is there a wing? \_\_\_ An ell? \_\_\_  
Any outbuildings? \_\_\_\_\_

5. What are your specific questions, and how can we help you?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please provide complete directions on how to get to the building. (Use a separate sheet if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Please return questionnaire and payment to:  
**Advisory Service  
Greater Portland Landmarks  
93 High Street  
Portland, ME 04101**

***Frequently Asked Questions:***

How old is my house and what is its architectural style?

Which details are original?

How can I repair or restore it?

What paint colors should I use?

Any maintenance I should do?

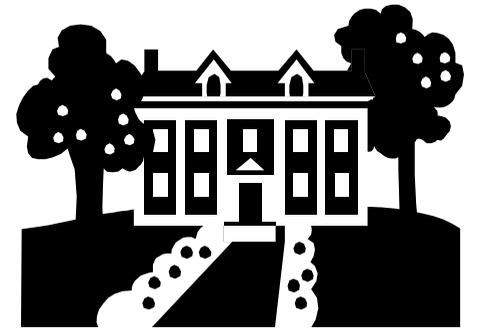
How can I make improvements in keeping with its architecture?

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**Greater Portland Landmarks  
93 High Street  
Portland, ME 04101  
(207) 774-5561  
www.portlandlandmarks.org**

Would you like to know more about your old house?



Contact the Greater Portland Landmarks'

**Advisory Service**

## What is the Advisory Service?

The Advisory Service is one of Greater Portland Landmarks' earliest and most active volunteer committees, created to share information with owners about how to preserve, restore and maintain their old houses.

The group's members study and record historic structures, constantly adding to Landmarks' extensive collection of photos, drawings and reports on local architecture and building elements (e.g., windows, paint, staircases, moldings).

### The Advisory Service offers the homeowner the following services:

**Consultation.** One or more members will reply to a specific query by telephone or e-mail. Queries on appropriate historic paint colors will involve a visit from a consultant. No fee.

**House Visit.** Two or more members will visit a house and try to determine the architectural style, the approximate date of construction and/or alterations. They will suggest which features should be preserved and attempt to answer questions about appropriate methods of preservation and restoration, suggesting areas in which professional advice is needed. A written report will follow the visit. A fee of \$40 is requested of Landmarks' members. For nonmembers, a \$90 fee includes a one-year Landmarks membership.

**The Frances W. Peabody Research Library.** Located at Landmarks new headquarters in the Center for Architecture & Preservation, the library contains a range of volumes on local history and buildings, as well as on appropriate details for different periods. It also offers valuable research aids to homeowners, including files on local properties. Please make an appointment to use the library by calling 207-774-5561.

The Advisory Service can start you off in the right direction to do further research or to know what to ask of other professionals. Its members are all volunteers who have become knowledgeable, often through research and restoration of their own homes. They do not take the places of architects, interior designers, or building tradespeople, but want to share their understanding of architectural styles and of methods of construction and decoration which have been observed on other local buildings.

***For a Consultation:** (Please note that this should only require a brief phone call or email response. If you are interested in a complete House Visit, please read the following section and fill out the form on the reverse.)*

Please fill out and mail this form to:

**Greater Portland Landmarks  
93 High Street  
Portland, ME 04101**

I am interested in:

A paint color consultation

A specific restoration problem – please describe below.

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Name\_\_\_\_\_

Address\_\_\_\_\_

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Telephone\_\_\_\_\_

Email\_\_\_\_\_

Location of property (if different):

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Year your building was built, if known:

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## To schedule a House Visit:

The fee for this service is \$40 for members, \$90 for nonmembers (which includes a one-year family membership with Landmarks.) A mileage fee of \$0.56/mile is charged for visits to outlying communities.

*Please.....*

1. Fill out the questionnaire on the reverse as completely as possible.
2. Attach a snapshot showing the front of the house.
3. Draw a simple freehand plan of the first floor as it faces the road, indicating North.
4. Please return the questionnaire and payment to the address on the back.

The purpose of the questionnaire is two-fold: to help you organize what information you might need, and to enable the Advisory Service to determine how best it can answer your questions. We have found that you will get the most from our visit by listing beforehand the questions you wish to ask us, and by making arrangements to be free from distractions for the approximately 2 hour period that we are on site.

*We look forward to scheduling a visit with you when we receive this questionnaire along with payment.*