



<b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b> www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	<b>RENTAL HOUSING REGISTRATION FORM</b>
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-30-2015 Page 1 of 3

Chapter 6, Article VI of the City of Portland Code of Ordinances requires owners and managers to register rental units with the City of Portland Housing Safety Office. A rental unit is any portion of any residential structure that is rented or available to rent for any length of time to an individual(s) who is not the owner(s). Registration is due annually by January 1 of each year beginning January 1, 2016 and within thirty (30) days of purchasing a property used for rental. The registration fee is \$35 per individually rented room and/or dwelling unit. Failure to register may result in a fine.

Complete the **Rental Housing Registration Form** and **Owner's Pre-Inspection Checklist** for each rental property (multiple rental units at the same property with the same owner can share the same form) and return to the City of Portland Housing Safety Office by email to [housingsafety@portlandmaine.gov](mailto:housingsafety@portlandmaine.gov) as a digital PDF along with any scanned attachments. Paper and scanned forms will be accepted by fax, mail, and in person; however, digital PDF forms are preferred. After the registration information and fee discount documentation has been verified, an invoice for payment will be sent by email to the party certifying registration entered below.

SECTION 1: PROPERTY INFORMATION			
Street Number 33	Street Name MORNING ST.	Tax Account Number 454	CBL- Chart, Block, Lot Number (e.g. 001A_ A001) 003 C014001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name JEFFREY + DIANE	Owner(s) Last Name DAVISON	Primary Telephone Number 207-831-7582
Mailing Address 29 MORNING ST. PORTLAND, ME 04101		Email Address bigchief@maine.rr.com
Owner is a/an: <input checked="" type="radio"/> Individual(s) <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> LLC <input type="radio"/> Other, please explain:		

SECTION 3: AUTHORIZED AGENT (if different than owner)		
<i>All properties must have an authorized agent for purposes of service. If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.</i>		
Registered Agent First Name	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT	
Emergency Contact Name JEFFREY OR DIANE DAVISON	Telephone Number 207-831-7582 OR 207-831-4888

SECTION 6: RENTAL UNIT REGISTRATION	
If known, list unit numbers and/or room numbers of the rental units being registered (e.g. apartment number 1,2,3, 4-11) 1, 2 + 3	Number of rental units registering 3

To the best of my knowledge, I certify that the information being registered is true and correct.

Name (print only) Jeffrey DAVISON	Telephone Number 207-831-7582
Relationship to Property OWNER	Date 12/9/15
	Email Address bigchief@maine.rr.com



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<b>SECTION 7: FEE DISCOUNTS</b> <i>(The total discount may not exceed \$20.00 per rental unit)</i>			
Discount Requested	Attach Required Verification Documents	Discount	Number of rental units for which a discount is being requested
Fully Sprinklered Building	Testing Report OR Maintenance Report OR Maintenance Contract	\$10.00/unit	
Centrally Monitored Fire Alarm	Fire Department Logs OR Alarm Contract	\$7.50/unit	
Housing Quality Standard (HQS) Inspection	HQS Inspection Report From Preceding Year	\$5.00/unit	
Uniform Physical Condition Standard (UPCS) Inspection	UPCS Inspection Report From Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease	\$2.50/unit	3

**DID YOU COMPLETE:**

Rental Housing Registration Form  
 Owner's Pre-Inspection Checklist  
 Attach all fee discount verification documents if requesting discount

**EMAIL ELECTRONIC FORMS AND ATTACHMENTS TO:**

[housingsafety@portlandmaine.gov](mailto:housingsafety@portlandmaine.gov)

**PAYMENT INFORMATION:**

Following verification of registration information and fee discount documentation you will receive an email sent to the email address of the party certifying registration (found at the bottom of the first page).

Pay the invoiced amount to complete your rental housing registration:

- in person by cash, check, or credit card;
- by mail by check; or
- online by credit card or check.

**FOR MORE INFORMATION:**

See [www.portlandmaine.gov/housingsafety](http://www.portlandmaine.gov/housingsafety)

**PAYING BY CHECK:**

Make checks payable to: City of Portland, Housing Safety  
**PLEASE NOTE INVOICE NUMBER, TAX ACCOUNT NUMBER, OR CBL ON CHECK**

<b>FOR OFFICIAL USE ONLY</b>			
<table border="1"> <tr> <td>CBL- Chart, Block, Lot Number</td> </tr> <tr> <td>Account Number</td> </tr> </table>	CBL- Chart, Block, Lot Number	Account Number	<b>Total Number of Rental Units Registering</b>
	CBL- Chart, Block, Lot Number		
	Account Number		
	<b>Registration Fees (\$35 x Number of Rental Units)</b>		
<b>Total Fee Discounts (not to exceed \$20.00 per rental unit)</b>			
	<b>TOTAL FEES DUE</b>		



<b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b> www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	<b>OWNER'S PRE-INSPECTION CHECKLIST</b>
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-30-2015 <span style="float: right;">Page 3 of 3</span>

This pre-inspection checklist will help prepare you for your initial basic life safety rental housing safety inspection.

Complete this checklist and return it with your Rental Housing Registration Form.

BUILDING INFORMATION			
Tax Account Number <b>454</b>	CBL- Chart, Block, Lot Number (e.g. ###X _ X#####) <b>003 C014001</b>	Street Number <b>33</b>	Street <b>MORNING</b>

LIFE SAFETY CHECKLIST		YES	NO	NA	Comments
1.1	Is there a working smoke alarm (detector):	<input checked="" type="checkbox"/>			
	a. On each level of the building and dwelling unit and in the vicinity of each bedroom, including the basement?	<input checked="" type="checkbox"/>			
	b. In each bedroom?	<input checked="" type="checkbox"/>			
1.2	Is there a working carbon monoxide (CO) alarm (detector) on each level of the building and dwelling unit including the basement?	<input checked="" type="checkbox"/>			
1.3	Does each dwelling unit have two separate ways out?	<input checked="" type="checkbox"/>			
1.4	Are all ways out of the building:				
	a. Free of obstructions?	<input checked="" type="checkbox"/>			
	b. Automatically or permanently lighted?	<input checked="" type="checkbox"/>			
	c. Have doors that are fire-rated, self-closing, easily opened, and able to be used?	<input checked="" type="checkbox"/>			
	d. Discharge at the ground level?	<input checked="" type="checkbox"/>			
1.5	Do all exit stairways have handrails that are securely mounted?				
1.6	If there is only one way out of a dwelling unit, does each bedroom have a window that can be easily opened and is large enough for emergency rescue or escape?				All bedrooms have egress windows too

NA – not applicable

CODE REFERENCE (NFPA 101, City Code of Ordinances Chapter 6 and 10)	
Question	Code Explanation
1.1	There must be a working smoke alarm (detector) on each level of the building and dwelling unit including the basement and in the immediate vicinity of each bedroom or room used for sleeping as well as in each bedroom.
1.2	There must be a working carbon monoxide (CO) alarm (detector) on each level of the building and dwelling unit.
1.3	Each dwelling unit must have access to at least 2 separate ways out of the building that are not located close together unless the unit has an exit door opening to the outside at ground level, an enclosed stair used only by that unit opening to the outside at ground level, or access to an outside stair that serves no more than 2 units.
1.4	The way out of the building cannot be used for storage or trash containers. The way out of a building must be permanently lighted or by lighted by automatic means. Doors leading from a dwelling unit to a stairwell must be self-closing and fire rated. Locks or door hardware must be easy to use when leaving the building. Exits must lead to the ground level, not the basement.
1.5	All stairs must have handrails that are easy to grasp and that are securely mounted at a height between 34" and 38" measured from the leading edge of all treads, vertically to the handrail.
1.6	Each bedroom must have a window that can be opened without using tools or special knowledge. The opening of the window must be at least 20" wide and 24" high and provide an opening of 5.7 square feet. The bottom of the opening must be less than 44" above the floor.

First Floor

## ADDENDUM B

### RULES AND REGULATIONS (Continued)

L. PARKING; Tenant is allowed to park one car in the driveway. It is the responsibility of the tenants to negotiate with each other and come to a compromise on the best order of vehicles in the driveway to minimize problems for morning departures. As a suggestion, not a rule, it would be advisable for all tenants to have a spare copy of your car key on a hook on the basement stairway or in a locked cabinet to prevent all building occupants from ever being blocked in without an option to move the obstructing vehicle. Currently each floor has total access to the driveway for ten days consecutively. Tenants must not allow guests to park in the driveway or block same. Parking for second vehicles during parking bans is available on Cutter Street.

M. TRASH AND RECYCLING; Trash and recycling will be kept orderly and picked up by the tenant and be put out on the curbside no sooner than 5 p.m. on Tuesday afternoons and no later than Wednesday mornings at 7:30 a.m. Plastic recycling baskets and unaccepted recycling items must be brought back to the occupants unit by 7:30 p.m. on Wednesday.

N. NON- SMOKING POLICY There is no smoking allowed in the units, the buildings, on the deck or on the premises or common areas for occupants or guests. Non-compliance with this policy is grounds for immediate termination of lease and eviction.

O. DECKS; The maximum number of occupants per deck must not exceed ten. Lessee must take care when sweeping or watering plants not to interfere with the quality of the units space below. At no time and under no circumstances should anything or any objects be thrown from the decks.

P. INITIAL PAYMENT & SECURITY DEPOSIT; Initial payment with this lease of **\$2525.00** for ELIZABETH WALL is categorized as rent (**\$1350**) and shall cover **December 1st to December 31<sup>st</sup> 2013**, as well as the rent payment for the shorter period of the unit on **November 14th, 2010 to November 30<sup>th</sup>, 2013. (\$675)** The remaining amount of **\$500** is to cover the **pet damage deposit**. Following that a payment of **\$1375** will be due to cover the security deposit required for the lease and full occupancy by the tenant will be due on **December 1st, 2013** and on the first day of each month thereafter. Security deposit will not be released until after the tenant(s) have moved out and Landlords are able to inspect a vacant apartment. If unit is not vacated as in the same condition of cleanliness as it was received, professional cleaning fees may be deducted from the deposit. Should only one tenant vacate, no security deposit shall be refunded until both principles move and evidence a vacant apartment. Likewise if damages beyond ordinary wear and tear are apparent those costs to repair would also be deducted from said deposit.

TENANTS INTIALS

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## ADDENDUM B

### RULES AND REGULATIONS (continued)

L. PARKING; Tenant is allowed to park one car in the driveway. It is the responsibility of the tenants to negotiate with each other and come to a compromise on the best order of vehicles in the driveway to minimize problems for morning departures. If vehicles return to the building in a conflicting order to the vehicle departure order, please park on the street and move your vehicle in place once the preceding vehicle is in place. If you are planning to go out again after you return home, likewise please park on the street and make your keys available if you are returning after 9:30 p.m. and have altered the proposed vehicle order. A chalkboard or notepad will be available in the first floor back hall to leave notes for changes in plans or requests for special exceptions, etc. As a suggestion, not a rule, it would be advisable for all tenants to have a spare copy of your car key on a hook on the basement stairway or in a locked cabinet to prevent all building occupants from ever being blocked in with out an option to move the obstructing vehicle. Tenants must not allow guests to park in the driveway or block same. Parking for second vehicles during parking bans is available on Cutter Street.

M. TRASH AND RECYCLING; Trash and recycling will be kept orderly and picked up by the tenant and be put out on the curbside no sooner than 5 p.m. on Tuesday afternoons and no later than Wednesday mornings at 7:30 a.m. Plastic recycling baskets and unaccepted recycling items must be brought back to the occupants unit by 7:30 p.m. on Wednesday.

N. NON- SMOKING POLICY There is no smoking allowed in the units, the buildings, on the deck or on the premises or common areas for occupants or guests. Non-compliance with this policy is grounds for immediate termination of lease and eviction.

O. DECKS; The maximum number of occupants per deck must not exceed ten. Lessee must take care when sweeping or watering plants not to interfere with the quality of the units space below. At no time and under no circumstances should any thing or any objects be thrown from the decks.

P. INITIAL PAYMENT & SECURITY DEPOSIT; Initial payment with this lease for JEFFREY WALKER is categorized as rent and shall cover **April 1st to April 30<sup>th</sup>, 2009**. Payment upon occupancy of the unit ~~on or near~~ **April 1st, 2009** will be considered security deposit. Following that payment rent will be due on **May 1<sup>st</sup>, 2009** and on the first day of each month thereafter. Security deposit will not be released until after the tenant(s) have moved out and Landlords are able to inspect a vacant apartment. If unit is not vacated as clean as it was on the first day of occupancy, professional cleaning fees may be deducted from the deposit. Should only one tenant vacate, no security deposit shall be refunded until both principles move and evidence a vacant apartment. Likewise if damages beyond ordinary wear and tear are apparent those costs to repair would also be deducted from said deposit.

TENANTS INTIALS

JW

3rd Floor

## ADDENDUM B

### RULES AND REGULATIONS (Continued)

L. PARKING; Tenant is allowed to park one car in the driveway. It is the responsibility of the tenants to negotiate with each other and come to a compromise on the best order of vehicles in the driveway to minimize problems for morning departures. As a suggestion, not a rule, it would be advisable for all tenants to have a spare copy of your car key on a hook on the basement stairway or in a locked cabinet to prevent all building occupants from ever being blocked in without an option to move the obstructing vehicle. Currently each floor has total access to the driveway for ten days consecutively. Tenants must not allow guests to park in the driveway or block same. Parking for second vehicles during parking bans is available on Cutter Street.

M. TRASH AND RECYCLING; Trash and recycling will be kept orderly and picked up by the tenant and be put out on the curbside no sooner than 5 p.m. on Tuesday afternoons and no later than Wednesday mornings at 7:30 a.m. Plastic recycling baskets and unaccepted recycling items must be brought back to the occupants unit by 7:30 p.m. on Wednesday.

N. NON- SMOKING POLICY There is no smoking allowed in the units, the buildings, on the deck or on the premises or common areas for occupants or guests. Non-compliance with this policy is grounds for immediate termination of lease and eviction.

O. DECKS; The maximum number of occupants per deck must not exceed six. Lessee must take care when sweeping or watering plants not to interfere with the quality of the units space below. At no time and under no circumstances should anything or any objects be thrown from the decks.

P. INITIAL PAYMENT & SECURITY DEPOSIT: Initial payment with this lease of **\$2,263.00** for WAYNE TILTON is categorized as rent (**\$2,000**) and shall cover **November 1st to November 30th 2015**, as well as the rent payment for the shorter period of the unit rental from **October 24th, 2015 to October 31st, 2015**. (**\$263**) **This represents 8 days-4 traded for 4 days of Airbnb guests in November & 4 paid at \$65.75 per day.** Following that a payment of **\$2000** to cover the security deposit required for the lease and full occupancy will be due on **November 1st, 2015** and beginning on **December 1st 2015** and on the first day of each month thereafter a rent of \$2000.00 per month will be due. Security deposit will not be released until after the tenant(s) have moved out and Landlords are able to inspect a vacant apartment. If unit is not vacated as in the same condition of cleanliness as it was received, professional cleaning fees may be deducted from the deposit. Should only one tenant vacate, no security deposit shall be refunded until both principles move and evidence a vacant apartment. Likewise if damages beyond ordinary wear and tear are apparent those costs to repair would also be deducted from said deposit.

TENANTS INTIALS

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Portland, Maine



Yes. Life's good here.

Jerome F. LaMoria  
Fire Chief, Fire Department

Portland Fire Department  
Fire Prevention Bureau  
380 Congress St  
Portland, ME 04101

September 25, 2015

Jeff Davison  
29 Morning st.  
Portland ME 04101

Dear Mr. Davison,

This letter is to confirm that as of November 2, 2015 all open violations have been corrected for your property located at 33 Morning st. This information will be sent to Corporation Council for their records. Please feel free to contact us at 207-874-8400 if you have any questions.

Sincerely,

Portland Fire Department  
Fire Prevention Bureau