



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	RENTAL HOUSING REGISTRATION FORM
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 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 25	Street Name MURNING ST	Tax Account Number 460	CBL- Chart, Block, Lot Number (e.g. 001A__A001) 003 1017001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name ROBERT	Owner(s) Last Name HALEY	Primary Telephone Number 207 657-4938
Mailing Address PO BOX 18 GRAY ME 04039		Email Address r.haley INSURANCE Agency @ yahoo.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 ROBERT L HALEY	Telephone Number 207 657 4277

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) APT # 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) ROBERT L HALEY	Telephone Number 207 657 4277
Relationship to Property OWNER	Date 12/29/15
Email Address r.haley INSURANCE AGENCY @ yahoo.com	



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	OWNER'S PRE-INSPECTION CHECKLIST
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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	CBL- Chart, Block, Lot Number (e.g. ##X__X#####)	Street Number	Street
460	603 1017001	25	MORNING ST

LIFE SAFETY CHECKLIST		YES	NO	NA	Comments
1.1	Is there a working smoke alarm (detector):	✓			
	a. On each level of the building and dwelling unit and in the vicinity of each bedroom, including the basement?	✓			
	b. In each bedroom?	✓			
1.2	Is there a working carbon monoxide (CO) alarm (detector) on each level of the building and dwelling unit including the basement?	✓			
1.3	Does each dwelling unit have two separate ways out?	✓			
1.4	Are all ways out of the building:				
	a. Free of obstructions?	✓			
	b. Automatically or permanently lighted?	✓			
	c. Have doors that are fire-rated, self-closing, easily opened, and able to be used?			✓	EQUIVALENT TO FIRE RATED DOORS - Fully monitored FIRE ALARM SYSTEM
	d. Discharge at the ground level?	✓			
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?			✓	

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.



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SECTION 7: FEE DISCOUNTS <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	3
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	

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

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

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

FOR OFFICIAL USE ONLY		
CBL- Chart, Block, Lot Number Account Number	Total Number of Rental Units Registering	
	Registration Fees (\$35 x Number of Rental Units)	
	Total Fee Discounts (not to exceed \$20.00 per rental unit)	
	TOTAL FEES DUE	

PORTLAND FIRE DEPARTMENT



FACSIMILE TRANSMITTAL SHEET

TO: <i>Jess Thompson</i>	FROM: <i>Jay Kelley</i>
COMPANY: <i>ADT.</i>	DATE: <i>2/8/06</i>
FAX NUMBER: <i>396-5790</i>	TOTAL NO. OF PAGES INCLUDING COVER: <i>1</i>
PHONE NUMBER:	SENDER'S FAX NUMBER: <i>1-207-874-8410</i>
RE: <i>Equivalency.</i>	SENDER'S PHONE NUMBER: <i>1-207-756-8400</i>

- URGENT
 FOR REVIEW
 PLEASE COMMENT
 PLEASE REPLY
 PLEASE RECYCLE

NOTES/COMMENTS:

To whom it may concern

The City of Portland ME Fire Dept, will accept as an equivalency To Fire rated Doors on all Apartments leading from the unit To a Common Hallway. a Fully monitored Fire alarm System.

*Robert & Halsy
25 MORNING ST Property*

*ACT# 460
CBL# 003 2017001*



Security System Monitoring Certificate

For Eligible Homeowner's Insurance Savings

The security system currently installed in your residence may entitle you to savings on your homeowner's insurance. You should check with your insurance agent or broker to determine if you are eligible.

Date Monitoring Services Started: 12/21/2005

Name: HALEY, ROBERT

Address: 25 MORNING ST

City: PORTLAND State: ME ZIP: 041014406 Tel: 207-807-4704

The customer above, is being provided Central Station Signal Receiving and Notification Service, seven days a week, 24 hours a day, by a U.L. Listed Alarm Service Center for the service(s) checked below:

Burglar Alarm

Fire Alarm

Cellular Communicator

If you have any questions regarding the monitoring services provided, contact ADT at 800.ADT.ASAP® (800.238.2727).

Signed: *Naren K. Gursahaney*
Naren K. Gursahaney, Chief Executive Officer

Date: 07/24/2015

ACCT# 460
CBL# 003 0017001