



CITY OF PORTLAND HOUSING SAFETY OFFICE
 www.portlandmaine.gov/housingsafety
 housingsafety@portlandmaine.gov

Portland City Hall, Room 26
 389 Congress Street
 Portland Maine 04101
 (P) 207-756-8131 (F) 207-756-8150

**RENTAL HOUSING
 REGISTRATION FORM**

New + Entered
 07/28/17

Revised
 11-30-2015

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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 196	Street Name SHERIDAN ST	Tax Acct Number	CBL-Chart, Block, Lot Number 012 G010001
SECTION 2: OWNER INFORMATION			
Property owners name and mailing address RANDO PHILLIP J JR 196 SHERIDAN ST APT 1 04101		Primary Telephone Number	
		Email Address rando.joseph@gmail.com	
SECTION 3: AUTHORIZED AGENT (if different than owner) 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.			
Registered Agent First Name Rando	Registered Agent Last Name P. Joseph	Registered Agent Telephone (207) 749-2686	
Mailing Address		Email Address rando.joseph@gmail.com	
SECTION 4: PROPERTY MANAGER (if different than owner)			
Property Manager Name		Telephone Number	
Mailing Address		Email Address	
SECTION 5: EMERGENCY CONTACT			
Emergency Contact Name P. Joseph Rando		Telephone Number (207) 749-2686	
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)			

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

Name		Telephone Number
Relationship to Property	Date 7/10/2017	Email Address

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THIS IS YOUR RECEIPT OF PAYMENT RECEIVED

Reg No	CBL	Invoice No	Invoice Date	Location	Property Owner
2017-5249	012 G010001	69048	07/10/2017	196 SHERIDAN ST	RANDO PHILLIP J JR
Fee Description	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registration Fee	1	\$35.00			
No Smoking Policy	1	(\$2.50)			
Total For this Property:		\$32.50	07/10/2017	\$32.50	\$0.00
Account Totals:		\$32.50		\$32.50	\$0.00

Acct Ref:

012 G010001

Bill To: RANDO PHILLIP J JR
196 SHERIDAN ST APT 1
PORTLAND , ME 04101