



CITY OF PORTLAND HOUSING SAFETY OFFICE <a href="http://www.portlandmaine.gov/housingsafety">www.portlandmaine.gov/housingsafety</a> <a href="mailto:housingsafety@portlandmaine.gov">housingsafety@portlandmaine.gov</a>	<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 <span style="float: right;">Page 1 of 3</span>

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.

<b>SECTION 1: PROPERTY INFORMATION</b>			
<b>Street Number</b> 89	<b>Street Name</b> ANDERSON ST	<b>Tax Acct Number</b>	<b>CBL-Chart, Block, Lot Number</b> 012 1001001
<b>SECTION 2: OWNER INFORMATION</b>			
<b>Property owners name and mailing address</b> REDFERN BAYSIDE LLC P.O. Box 8816 04112		<b>Primary Telephone Number</b>	
		<b>Email Address</b> info@bellportmgt.com	
<b>SECTION 3: AUTHORIZED AGENT (if different than owner)</b> 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.			
<b>Registered Agent First Name</b>		<b>Registered Agent Last Name</b>	<b>Registered Agent Telephone</b>
<b>Mailing Address</b>		<b>Email Address</b>	
<b>SECTION 4: PROPERTY MANAGER (if different than owner)</b>			
<b>Property Manager Name</b>		<b>Telephone Number</b> 207-774-1400	
<b>Mailing Address</b> 536 Washington Ave Portland ME 04103		<b>Email Address</b> info@bellportmgt.com	
<b>SECTION 5: EMERGENCY CONTACT</b>			
<b>Emergency Contact Name</b> BellPort Property Management		<b>Telephone Number</b> 207-774-1400 x1	
<b>SECTION 6: RENTAL UNIT REGISTRATION</b>			
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.

<b>Name</b> Redfern Bayside, LLC c/o BellPort		<b>Telephone Number</b> 207-774-1400
<b>Relationship to Property</b> Property Manager	<b>Date</b> 4/13/2017	<b>Email Address</b> info@bellportmgt.com