



New + Entered 6/21/17

CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	NEW/CHANGE OF OWNERSHIP RENTAL HOUSING REGISTRATION FORM
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-11-2016

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 beginning January 1, 2016 and within thirty (30) days of renting a property. The ANNUAL registration fee of \$35 per individually rented bed, room, and/or dwelling unit less any discounts (listed on the second page) is due at the time of registration and on January 1 of each year. 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, fax, mail, or in person. After the registration information and fee discount documentation has been verified, an invoice for payment will be sent to the party certifying registration entered below. Complete applications may pay at the time of registration.

SECTION 1: PROPERTY INFORMATION		
Street Number 21-23	Street Name Memill St.	LIC. Class, Block, Lot Number (e.g. 021A, A004) 15744/024 014 - F006001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name NAA Properties, LLC	Owner(s) Last Name (Sheldon Ashby)	Primary Telephone Number (cell) 207-797-0000 (home) 207-331-6847
Mailing Address 415 Congress, Suite 205, Portland		Email Address sheldon@ashbyrealestate.com
Owner is a/an: <input type="radio"/> Individual(s) <input type="radio"/> Partnership <input type="radio"/> Corporation <input checked="" type="radio"/> LLC <input type="radio"/> Other, please explain: MAINE-LLC		

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 Heather	Registered Agent Last Name Ashby	Telephone Number (207) 332-0256
Mailing Address 415 Congress St, Suite 205, Portland		Email Address Heather@ashbyrealestate.com

SECTION 4: PROPERTY MANAGER (if different than owner)		
Property Manager Name Sheldon Ashby	Telephone Number (207) 797-0000	
Mailing Address 415 Congress St, Suite 205, Portland		Email Address sheldon@ashbyrealestate.com

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)	
Emergency Contact Name Sheldon Ashby	Telephone Number (207) 797-0000

SECTION 6: RENTAL UNIT REGISTRATION		
Please describe the rental units by listing unit numbers and/or room numbers of the rental units being registered (e.g. apartment number 1, 2, 3, 4-11) 20 to 6 units of various size (1 or 2 bed rooms)	Is the property owner occupied? (Yes/No) no	Number of rental units registering 6

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

Name (if not owner) Heather Ashby	Telephone Number (207) 332-0256
Relationship to Property owners wife	Date 8/10/17
Email Address	



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SECTION 7: FEE DISCOUNTS (The total discount may not exceed \$20.00 per rental unit)			
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 from Preceding Year	\$10.00/unit	
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit	
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease Language OR Smoking Enclosure Form	\$2.50/unit	

DID YOU COMPLETE:

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

**RETURN FORMS,
ATTACHMENTS, AND
PAYMENT:**

By email to: housingsafety@portlandmaine.gov
 By mail to: Housing Safety, Room 26
 City Hall, 389 Congress Street, Portland Maine 04101
 By fax to: (207) 756-8150
 In person at Room 26, City Hall

PAYMENT INFORMATION:

Pay the registration fee:

- in person by cash, check, or credit card;
- by mail by check; or
- online by credit card through MuniCIPAY by following the link found at www.portlandmaine.gov/housingsafety

Make checks payable to CITY OF PORTLAND
 BE SURE TO NOTE the CHART, BLOCK, AND LOT (CBL) ON THE CHECK

FOR MORE INFORMATION:

See www.portlandmaine.gov/housingsafety

SECTION 8: TOTAL ANNUAL CHARGES	
Total Number of Rental Units Registering	6
Registration Fees (\$35 x Number of Rental Units)	\$ 210.00
Total Fee Discounts (not to exceed \$20.00 per rental unit)	
TOTAL ANNUAL RENTAL REGISTRATION FEES	\$ 210.00



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	Revised 6-22-2016	Page 3 of 3

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		
Street Number 21-22	Street Merrill St	IRM, Dept, Block, Lot Number (e.g. 021A, 100001) 15744/029

LIFE SAFETY CHECKLIST		YES	NO	NA	Comments
1.1	Is there a working smoke alarm (detector):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. In each bedroom?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Does each dwelling unit have two separate ways out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Are all ways out of the building:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. Free of obstructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. In buildings with 3 or more dwelling units, automatically or permanently lighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. In buildings with 3 or more dwelling units, have doors that are fire-rated, self-closing, easily opened, and able to be used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Discharged to the ground level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Do all exit stairways have handrails that are securely mounted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NA – not applicable

CODE REFERENCE (NFPA 101 (2009), City Code of Ordinances Chapter 5 and 10 (June, 2016))	
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.

SHORT FORM WARRANTY DEED

William S. French, Jr. of 97 Elm Street, Mechanic Falls, ME, 04256, FOR CONSIDERATION PAID, grants to Ashby Team, LLC, a Maine limited liability company, with a place of business at 415 Congress Street, Suite 205, Portland, ME, 04101, with WARRANTY COVENANTS, the following described real property located in the City of Portland, County of Cumberland and State of Maine:

A certain lot or parcel of land, with the buildings thereon, situated on the northeasterly side of Merrill Street, in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

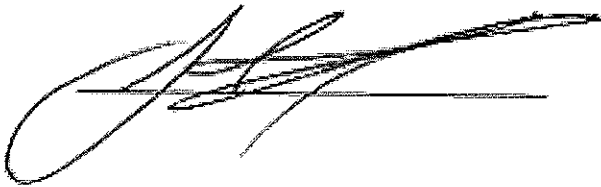
Beginning at the northeasterly corner of land formerly owned by William M. Wiswell, and running northwesterly a distance of fifty (50) feet on a line parallel with land formerly owned by Dyer and Turner; thence southwesterly a distance of ninety (90) feet, more or less, to Merrill Street, said lot holding the width of fifty (50) feet; thence southeasterly by said Merrill Street, a distance of fifty (50) feet to said Wiswell lot; thence northeasterly on a line parallel with said Wiswell lot, a distance of ninety (90) feet, more or less, to the point of beginning. (Point of beginning above described being actually ninety-five and one-half (95.50) feet from the easterly side of Merrill Street, on a course running north 56°, 34' East from a point on the easterly side of Merrill Street, a distance of two hundred fifty-four and 57/100 (254.57) feet NORTH 31° WEST from the northeasterly corner of Congress and Merrill Streets.

This conveyance is made subject to any and all easements and appurtenances of record, insofar as the same may affect the subject premises.

Meaning and intending to convey and hereby conveying the same premises conveyed to the Grantor herein by deed of Michael D. Harris and Cindy L. Sullivan dated December 27, 2000 and recorded in the Cumberland County Registry of Deeds in Book 15944, Page 29.

Witness my hand this 25th day of July, 2017.

WITNESS



William S. French, Jr.