



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

Revised 11-30-2015
 Page 1 of 3

**RENTAL HOUSING
 REGISTRATION FORM**

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	52
Street Name	Atlantic Street
Tax Account Number	
CBL-Chart, Block, Lot Number (e.g. 001A, A001)	016E008601

SECTION 2: OWNER INFORMATION

Owner(s) First Name	Judy
Owner(s) Last Name	George
Mailing Address	233 Smith Rd. Oldtown Maine
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:
Primary Telephone Number	907 3192445
Email Address	JGeorgeName@hotmail.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	
Registered Agent Last Name	
Mailing Address	
Telephone Number	
Email Address	

SECTION 4: PROPERTY MANAGER (if different than owner)

Property Manager Name	
Telephone Number	
Email Address	

SECTION 5: EMERGENCY CONTACT

Emergency Contact Name	Judy George
Telephone Number	907 3192445

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)	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)	Judy George
Relationship to Property	Owner
Telephone Number	907 3192445
Email Address	JGeorgeName@hotmail.com
Date	12/20/15



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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	\$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	

DID YOU COMPLETE:

EMAIL ELECTRONIC FORMS AND ATTACHMENTS TO:

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

Account Number	
CBL-Chart, Block, Lot 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	



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OWNER'S PRE-INSPECTION CHECKLIST
 Revised 11-30-2015
 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

Tax Account Number	CBL - Chart, Block, Lot Number (e.g. ###X X###X###X)
Street Number	Street
016E008001	52 Atlantic Street

LIFE SAFETY CHECKLIST

1.1	Is there a working smoke alarm (detector):	YES	NO	NA	Comments
	a. On each level of the building and dwelling unit and in the vicinity of each bedroom, including the basement?	X			
	b. In each bedroom?	X			
1.2	Is there a working carbon monoxide (CO) alarm (detector) on each level of the building and dwelling unit including the basement?	X			
1.3	Does each dwelling unit have two separate ways out?	X			
1.4	Are all ways out of the building:				
	a. Free of obstructions?	X			
	b. Automatically or permanently lighted?	X			
	c. Have doors that are fire-rated, self-closing, easily opened, and able to be used?	X			
	d. Discharge at the ground level?	X			
1.5	Do all exit stairways have handrails that are securely mounted?	X			
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?			X	

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 a 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 1: PROPERTY INFORMATION

Street Number	73
Street Name	Cumberland Avenue
Tax Account Number	
CBL-Chart, Block, Lot Number (e.g. 001A_A001)	0130025001

SECTION 2: OWNER INFORMATION

Owner(s) First Name	Judy
Owner(s) Last Name	George
Primary Telephone Number	207 3192445
Mailing Address	233 Smith Rd. Windham area
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:
Email Address	Jgeorge@maine.com
	hotmail.com

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Registered Agent Last Name	
Mailing Address	
Telephone Number	
Email Address	

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Property Manager Name	
Telephone Number	
Mailing Address	

SECTION 5: EMERGENCY CONTACT

Emergency Contact Name	Judy George
Telephone Number	207 408 7985

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)	2
Number of rental units registering	2

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

Name (print only)	Judy George
Relationship to Property	owner
Telephone Number	207 3192445
Email Address	Jgeorge@maine.com
Date	12/22/15



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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	

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- by mail by check; or
- online by credit card or check.

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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	



OWNERS' PRE-INSPECTION CHECKLIST	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
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BUILDING INFORMATION

Tax Account Number	CBL-Chart, Block, Lot Number (e.g. ##X-##X-##X-##X)	Street Number	Street
	0137025001	73	Cumberland Avenue

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

NA - not applicable

CODE REFERENCE (NFA 101, City Code of Ordinances Chapter 6 and 10)

Question	Code Explanation
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