



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 99	Street Name Silver St 3-10, Portland, ME	Tax Account Number 4208	CBL- Chart, Block, Lot Number (e.g. 001A A001) 0290001-310

SECTION 2: OWNER INFORMATION			
Owner(s) First Name Robert	Owner(s) Last Name HEALY	Primary Telephone Number 704-516-5394	
Mailing Address 5438 Marshview Lane, Fernandina Beach, FL 32034		Email Address Rhealy50@hotmail.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 Dirigo Mgmt	Registered Agent Last Name	Telephone Number 207-871-080
Mailing Address one City Center, Portland, ME 0401		Email Address info@dirigomgmt.com

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name Deborah Shingraw	Telephone Number 207-854-2606
Mailing Address 752 main St. Westbrook, ME 04092	Email Address

SECTION 5: EMERGENCY CONTACT	
Emergency Contact Name	Telephone Number

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) 3-10	Number of rental units registering 1

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

Name (print only) Robert HEALY	Telephone Number 704-516-5394
Relationship to Property owner	Date 12-15-2015
	Email Address Rhealy50@hotmail.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 4208	CBL- Chart, Block, Lot Number (e.g. ###X X#####) 029-0-001-310	Street Number 99	Street Silver St, 3-10

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?				
	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	
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

33. RULES AND REGULATIONS

From time to time it may be necessary for Landlord to change the rules and regulations. Landlord will only do this to preserve the obligation of this agreement. In that event, Tenant agrees to comply with these rules. Changes in rules and regulations shall be effective immediately upon delivery of a copy of the same either to Tenant personally or left at premises.

- (a). Water beds cannot be used in the premises at any time.
- (b). Tenant further agrees to conform to the following provisions during the entire term of this Lease:
- (c). Tenant may use the sidewalks adjacent to the Apartment or the hallways in common with others only for ingress and egress to and from the Apartment and shall not in any event place receptacles, bicycles, or any other articles or obstructions in or upon any common areas.
- (d). No dirt, waste, trash, or other substance or article may be swept, thrown, or disposed of from the Apartment or from any portion of the Building except in accordance with rules established by Landlord from time to time.
- (e). Tenant shall not perform any act or carry on any practice or permit any act or practice which may damage the apartment or any portion of the Building.
- (f). Tenant will not use the Unit or allow it to be used for any disorderly or unlawful purposes or in any manner offensive to others (including, without limitation, causing offensive odors, including cigar or cigarette interference with the rights, comfort, safety, or enjoyment of any other tenant in the Building.
- (g). No article may be hung or shaken from the windows, doors, porches, and balconies of the Apartment or of any portion of the Building.
- (h). Tenant shall not smoke in the unit or common areas of the property.

In addition to Landlord rules and regulations, if the residential unit is part of a Condominium or Homeowners Association, Tenant agrees to comply with all applicable rules and regulations and Tenant hereby acknowledges that failure to comply with said rules may result in the termination of this Lease by Landlord or Condominium/Homeowners Association with 30 days written notice, provided that Tenant is notified of the rule violation and given 10 days to cure said violation. Repeated violations of the rules may result in termination with no opportunity to cure.

If the residential unit is part of a Condominium or Homeowners Association, a complete copy of the most recent Rules and Regulations of the Association must be attached to this Lease Agreement as an Addendum.

34. NOTICES

- (a). Whenever by the terms of this Lease notice, demand, or other communication shall or may be given either to Landlord or Tenant, the same shall be in writing and shall be sent by registered or certified mail, postage prepaid, as follows:

to Landlord: **DMC Rental Program
C/O Dirigo Management Company
One City Center, 4th Floor
Portland, Maine 04101**

to Tenant: At the address of the Apartment or to such other address as may from time to time hereafter be designated by one party to the other by like notice.

- (b). After receiving written notice from any person, firm or other entity stating that it holds a mortgage on the Building, Tenant shall, so long as the mortgage is outstanding, be required to give such holder the same notice as required to be given to the Landlord under the terms of this Lease and it is further agreed that such holder shall have the same opportunity to cure any default and the same time within which to effect such cure as is available to Landlord; and if necessary to cure such a default, such holder shall have access to the Building.

35. ENFORCEABILITY OF LEASE

All negotiations, considerations, representations, and understandings between Landlord and Tenant are incorporated herein and may be modified or altered only by agreement in writing between Landlord and Tenant. All rights, obligations and liabilities herein give to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, trustees, receivers, legal representatives, successors and assigns