



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 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 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 136	Street Name Commercial Street	CBL- Chart, Block, Lot Number (e.g. 001A__A001) 030-H-004-001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name	Owner(s) Last Name Carroll Block LLC	Primary Telephone Numbers (cell) 207-329-7281 (home) 207-773-8422
Mailing Address P.O. Box 7626, Portland, ME 04112	Email Address scott@scottalindsay.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:		

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 Scott	Registered Agent Last Name Lindsay	Telephone Number 207-773-8422
Mailing Address P.O. Box 7626, Portland, ME 04112	Email Address scott@scottalindsay.com	

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name Same as above	Telephone Number RECEIVED
Mailing Address	Email Address AUG 30 2017

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)	
Emergency Contact Name Same as above	Telephone Number Dept. of Building Inspections City of Portland Maine

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) 5th Flr East 5th Flr West	Is the property owner occupied? (Yes/No) <input checked="" type="radio"/> No	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) Scott A. Lindsay	Telephone Number 773-8422
Relationship to Property Manager	Date 8/20/17
Email Address scott@scottalindsay.com	



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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	2 units
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	2 units
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 Disclosure 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 MuniPAY 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	
Registration Fees (\$35 x Number of Rental Units)	
Total Fee Discounts (not to exceed \$20.00 per rental unit)	
TOTAL ANNUAL RENTAL REGISTRATION FEES	



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**OWNER'S
 PRE-INSPECTION CHECKLIST**

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	Street	CBL- Chart, Block, Lot Number (e.g. 001A __ A001001)

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. In buildings with 3 or more dwelling units, automatically or permanently lighted?	✓			
	c. In buildings with 3 or more dwelling units, have doors that are fire-rated, self-closing, easily opened, and able to be used?	✓			
	d. Discharged to 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 (2009), City Code of Ordinances Chapter 6 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.

Cunningham Security Systems
10 Princes Point Road
Yarmouth, ME 04096
207-846-3350 800-210-0257

INVOICE

Date 12/29/16
Page 1

SCOTT LINDSAY & ASSOCIATES
P.O. BOX 7626
ATTN: SCOTT LINDSAY
PORTLAND, ME 04112
Tel: 207-773-8422 Fax:

Job Site:
136 COMMERCIAL STREET (FIRE)
136 COMMERCIAL STREET
PORTLAND, ME 04101

Account No	Invoice No	P.O Number	Sales Person	Please Pay This Amount
63-1389	R 71639			312.00
Description				Tax Amount
Annual Digital Monitoring				312.00
For Period FEB 1, 2017 To JAN 31, 2018				

PAID
12/29/16

THANK YOU FOR CHOOSING CUNNINGHAM SECURITY
ADD 1.5 % IF PAID AFTER 30 DAYS

Total Charges	312.00
Sales Tax	0.00
Total Due	312.00

CARROLL BLOCK, LLC

2924

Cunningham Security Systems

Date	Type	Reference	Original Amt.	Balance Due	1/9/2017 Discount	Payment
12/29/2016	Bill	R 71639	312.00	312.00		312.00
					Check Amount	312.00

Gorham Savings Bank Acct# 63-1389 Inv. R 71639

312.00

9209

www.checksforless.com 800-245-5775 Order # 1601732-1

Sprinkler Systems Inspection Co.

A Division of Sprinkler Systems, Inc.

P. O. Box 1285

Lewiston, Maine 04243-1285

Ph (207) 782-0104 FAX (207) 783-4865

www.sprinklersystemsinc.com

Owner or Owner's Representative:

Lindsay Associates
P. O. Box 7626
Portland, Maine, 04112
Attn: Scott Lindsay
Phone: 329-7281 Fax:
Email Address:

Site Name / Address:

136 Commercial Street, 136 Commercial Street, Portland, ME

Agreement for the Inspection of Automatic Sprinkler Systems

This agreement dated Friday, August 11, 2017 is between Sprinkler Systems, Inc. d/b/a, Sprinkler Systems Inspection Co. ("SSIC"), P.O. Box 1285, Lewiston, Maine 04243-1285, and Lindsay Associates, with a mailing address of P. O. Box 7626, Portland, Maine ("Owner").

Owner owns and/ or occupies the building(s) located on the premises known as: 136 Commercial Street, physical address known as 136 Commercial Street, in the City of Portland, State of ME, in which automatic fire protection equipment is installed as follows ("collectively, the equipment"): **(1) Wet System with Antifreeze loop. Annual Backflow billed Annual Backflow billed separately**

Inspection Frequency: SSIC shall inspect The Equipment on a(n) **Semi-Annual** basis. Backflow testing and fire pump testing will be completed on an annual basis if applicable.

Payment: Owner shall pay SSIC after each inspection has been made:
Sprinkler Inspections: Semi-Annual Inspections @ \$60.00 per visit.
Annual Backflow Testing (If applicable): 1 device(s) @ \$50.00 per device.
Annual Fire Pump (If applicable):

Term: This Agreement shall commence upon signatures and shall remain in effect for a period of two years, unless earlier terminated as set forth herein, attached.

The attached agreement provides the terms and conditions relating to SSIC's inspection and testing services (the "Services") of Owner's Equipment. By signing this agreement, you agree to the Standard Inspection Agreement, Terms, and Scope of Work attached to this proposal.

Customer Signature: _____

Print Name/Title: _____

Date: _____

Scott Lindsay
8/11/17

SSI Signature: _____

Print Name/Title: Tammy M. Casey / Vice President

Date: _____

8/11/2017