

Meredith.healey@PPNNE.ORG



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	<i>New + entered 6/25/17</i> RENTAL HOUSING REGISTRATION FORM	
	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 23 23	Street Name Spring St. Place	Tax Account Number	CBL- Chart, Block, Lot Number (e.g. 001A__A001) 039-A015001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name Meredith's Mark	Owner(s) Last Name Healey	Primary Telephone Number 207-228-3513
Mailing Address 140 Oakhurst Rd Cape Elizabeth ME 04107		Email Address
Owner is a/on: <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	Registered Agent Last Name	Telephone Number
Mailing Address N/A		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name	Telephone Number
Mailing Address N/A	Email Address

SECTION 5: EMERGENCY CONTACT	
Emergency Contact Name Richard Freund	Telephone Number 207-807-2904

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) B	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) Meredith Healey	Telephone Number 207-228-3513
Relationship to Property owner	Date 6/25/17
Email Address	



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	OWNER'S PRE-INSPECTION CHECKLIST
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	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 5906	CBL- Chart, Block, Lot Number (e.g. ###X__X#####) 039-AD15001	Street Number 25B	Street Spring St Place Portland ME

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

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.

CITY OF PORTLAND
OFFICE OF HOUSING SAFETY
 389 Congress Street
 Portland, Maine 04101
 (207) 756-8131
<http://portlandmaine.gov/housingsafety>

INVOICE FOR FEES

Reg No	CBL	Invoice No	Invoice Date	Location	Property Owner
2017-5223	039 A015001	68334	05/25/2017	23 SPRING ST PL	HEALEY MEREDITH & MARK H
Fee Description	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registration Fee	1	\$35.00			
Total For this Property:		\$35.00		\$0.00	\$35.00
Account Totals:		\$35.00		\$0.00	\$35.00

 Detach and remit with payment

Bill To: HEALEY MEREDITH & MARK HEALEY JTS
 140 OAKHURST RD
 CAPE ELIZABETH, ME 04107

Acct Ref: _____
 039 A015001

Amount Pd: _____