



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

**RENTAL HOUSING
 REGISTRATION FORM**

New + Entered

07/28/17

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 102	Street Name PARK ST	Tax Acct Number	CBL-Chart, Block, Lot Number 045 B007001
SECTION 2: OWNER INFORMATION			
Property owners name and mailing address GARFIELD WYATT & RACHEL GARFIELD JTS 102 PARK ST 04101		Primary Telephone Number	
		Email Address rachelbgarfield@gmail.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	Registered Agent Telephone
Mailing Address		Email Address	
SECTION 4: PROPERTY MANAGER (if different than owner)			
Property Manager Name		Telephone Number	
Mailing Address		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)			

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

Name		Telephone Number
Relationship to Property	Date 7/28/2017	Email Address

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
2017-5261	045 B007001	69347	07/28/2017	102 PARK ST	GARFIELD WYATT & RACHEL
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

Acct Ref: _____

045 B007001

Bill To: GARFIELD WYATT & RACHEL GARFIELD JTS
102 PARK ST
PORTLAND, ME 04101

Amount Pd: _____

Make checks payable to the *City of Portland*, ATTN: Housing Safety Department, 389 Congress Street, Portland, ME 04101.