



Permitting and Inspections Department  
Michael A. Russell, MS, Director

August 4, 2016

Michael Burnham  
PO Box 2282  
Scarborough, ME 04070

Dear Michael,

Thank you for your recent registration fees for Burnham Arms, Burnham Towers, and Burnham Towers Annex. In addition, we still need the registration forms completed for these properties as well as your three Carleton St properties.

I am enclosing another Rental Housing Registration Form which will have to be completed on all six properties and any other rental properties you own in the City of Portland.

I have also enclosed your receipt for payment which shows a balance owed for the Carleton St properties.

Should you have any questions, please do not hesitate to contact our office. We very much appreciate your efforts in complying with this requirement.

Sincerely,

Julie Boyer  
City of Portland  
Housing Safety