



**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

**NEW/CHANGE OF OWNERSHIP  
RENTAL HOUSING REGISTRATION FORM**

Revised  
11-11-2016

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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 289	Street Name Spring St #4	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001)
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**SECTION 2: OWNER INFORMATION**

Owner(s) First Name Shawn Amanda	Owner(s) Last Name Saindon Beal	Primary Telephone Numbers (cell) (207) 228-5521 (home) 2077569877
Mailing Address 900 Wottons Mill Rd. Warren, ME. 04864		Email Address shawnp@saindon@gmail.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: Part of a condo association		

**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 *see section 2	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

**SECTION 4: PROPERTY MANAGER (if different than owner)**

Property Manager Name Foreside Real Estate MGMT, Inc. REP- Elizabeth Flaherty	Telephone Number 2077752325 x210
Mailing Address P.O. Box 907 Portland, ME. 04104	Email Address elizabeth@foresidemanagement.com

**SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)**

Emergency Contact Name *section 2	Telephone Number 2072285521
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**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)  289 Spring Street #4 (2 bedroom, 2 floors, 2 Full Baths)	Is the property owner occupied? (Yes/No)  no	Number of rental units registering  1
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**To the best of my knowledge, I certify that the information being registered is true and correct.**

Name (print only) Shawn Saindon	Telephone Number 207-228-5521	
Relationship to Property owner	Date 8/1/17	Email Address shawnp@saindon@gmail.com


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**OWNER'S  
PRE-INSPECTION CHECKLIST**

Revised  
6-22-2016

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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		
Street Number 289	Street Spring St #4	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.

**1. PARTIES TO THIS LEASE** - The parties to the lease are:

**LANDLORDS**

Name Amanda Beal & Shawn Saindon

Address 900 Wottons Mill Rd

Warren, ME 04864

Phone (207) 756-9877 & (207) 228-5521

**TENANT(S)**

Name Michael-Porey Hinton

Address 225 I St, NE # 202

Washington, DC 20002 518-727-4274

Phone ~~518-878-4077~~ Alexandra Hinton

Name \_\_\_\_\_

Address 225 I St, NE # 202

Washington, DC 20002

Phone 518-878-4077

**2. RESIDENCE LOCATION**

This residence is a condominium located at: 289 Spring Street, Portland, ME 04102

Floor: 2<sup>nd</sup> & 3<sup>rd</sup>

Unit number: #4

**3. LENGTH OF LEASE**

A. *Initial Rental Period.* The landlord will rent this residence to the tenant for 12 months. This term shall begin on the 1st day of Sept, 2017.

**4. RENT PAYMENTS**

A. *Rental Amount.* The rent for this residence is \$ 1,950.00 a month. The tenant shall pay the rent for each month on the 1st day of each month.

B. *Paying the Rent.* The rent should be made payable to: Shawn Saindon via mailed check or digitally. The landlords can assess a penalty of 4% (per Maine State Law) of the monthly rent once payment is 15 or more days late.

**5. SECURITY DEPOSIT**

A. *Amount of Security Deposit.* The tenant has paid the landlord \$ 1,950.00 as a Security Deposit. The Security Deposit is in addition to rental payments and should not be substituted by the tenant for unpaid rent. The landlord will hold the Security Deposit until the end of the residency. The Security

## **11. EVICTION FOR VIOLATIONS OF LEASE**

A. *Notice of Violation.* Serious or repeated violations of the terms of this lease can result in termination of the lease and eviction of the tenant. Except for failure to pay rent (see Paragraph B) or dangerous actions by a tenant (see paragraph C), if the tenant does not live up to the terms of this lease the following will occur:

- (1) The landlord will deliver to the tenant a written notice describing the violation and demanding that the tenant cease the lease violation within 10 days of delivery of the notice.
- (2) If the tenant does not comply within that 10-day period, the landlord will deliver to the tenant a second written notice that the lease will end within 30 days. On that day, the lease term automatically terminates and the tenant will leave the residence and return the keys to the landlord.

B. *Eviction for Failure to Pay Rent.* If the tenant is 14 days or more late in paying the rent the landlord may send a notice that states that the lease will end in 7 days, unless the tenant pays all overdue rent or late charges before that 7 day period ends. If the tenant fails to pay the rent, the lease term automatically terminates and the tenant will leave the residence and return the keys to the landlord.

C. *Eviction For Dangerous Acts.* If the tenant's actions pose an immediate threat to the health or safety of other residents or the landlord or the landlord's employees, or to the physical structure of the residence, then the lease can be immediately terminated, without prior warning.

D. *Notice of Termination.* The landlord must notify the tenant in writing when the lease is terminated. This notice must:

- (1) State the reasons for termination with enough specificity to allow the tenant to prepare a defense;
- (2) Advise the tenant that if a judicial proceeding for eviction is commenced, the tenant has the right to present a defense in that proceeding; and
- (3) Be served on the tenant by sending a prepaid first class properly addressed letter (return receipt requested) to the tenant at the residence or by delivering a copy of the notice to the residence.

E. *Forcible Eviction.* The landlord will not physically force the tenant out by removing the tenant's possessions or by changing the lock on the tenant's door or by any other method. The tenant can be forcibly removed from the residence only by a law enforcement officer after a Maine Court has ordered eviction. The tenant will be given prior notice of the court eviction hearing and will have a chance to testify. Only after this hearing can the court order the tenant's forcible eviction.

## **12. NOTIFYING THE LANDLORD OR TENANT**

A. *Notices to the tenant.* Unless otherwise required in this lease or by law, any notice from the landlord to the tenant will be valid only if:

- (1) it is in writing; and
- (2) it is addressed to the tenant at the residence and personally delivered to the tenant's residence or sent by mail. The effective date of a notice will be the day it is personally delivered to the residence or, if it is mailed, two days after the date it is postmarked.

B. *Notices to the landlord.* Unless otherwise required in this lease or by law, the tenant will give all required notices to the landlord in writing, delivered personally or sent by mail to the landlord or, if appropriate, to the landlord's managing agent at the address given in this lease. The effective date of a notice will be the day it is personally delivered to the residence or, if it is mailed, two days after the date it is postmarked.

### **13. ABANDONED PROPERTY**

The landlord shall dispose of all abandoned property in compliance with the provisions of the Maine abandoned property statutes

### **14. SUBLEASING**

The tenant agrees not to sublease or assign this residence without the prior written consent of the landlord. Consent will not be withheld except for good reason.

### **15. OCCUPANTS**

The residents listed on page 1 of this lease shall be the sole occupants of the leased premises.

### **16. PETS**

The tenant may only maintain a pet in the residence with prior consent of the landlords. Any visitor intending to bring a pet onto the premises must also obtain approval by the landlords in advance of their visit. Any pet residing at or visiting the premises must have all state required vaccines and licenses and shall not have any history of harmful or dangerous behavior. Tenants are responsible for any damages to the premises as a result of a pet that is in the possession of or is visiting the tenant(s). Even after approval of a resident or visiting pet, the landlords reserve the right to reverse that approval if the pet is disruptive to other building residents in any way, including creating noise disturbances, or by displaying destructive or aggressive behavior. Any and all pet waste must be stored outside of the unit in a trash can provided by the landlords located behind the building. Cat litter and other indoor pet waste receptacles must be cleaned of waste and removed from unit at least two times per week.

### **17. CONDITION OF RESIDENCE AT THE TIME LEASE IS SIGNED**

Prior to signing this lease the landlords and the tenant will have found the unit to be in satisfactory condition, unless the tenant has brought issues needing addressing to the landlords' attention prior to signing the lease.

### **18. WHEN THE LEASE ENDS**

When the lease ends, the tenant agrees to return the residence in the same condition as it was at the start of the lease, except for normal wear and tear. The tenant will have to pay for damage to the residence only if the damage was caused by the tenant or the tenant's family, invitees or guests. The tenant must return the residence and mailbox keys to the residence or else the tenant can be considered a "hold-over" tenant and still obligated to pay monthly rent.

### **19. CONFLICT WITH STATE LAW**