



**CITY OF PORTLAND HOUSING SAFETY OFFICE**  
 www.portlandmaine.gov/housingsafety  
 housingsafety@portlandmaine.gov

**RENTAL HOUSING  
 REGISTRATION FORM**

Portland City Hall, Room 26  
 389 Congress Street  
 Portland Maine 04101  
 (P) 207-756-8131 (F) 207-756-8150

Revised  
 11-30-2015

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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 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](mailto: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.

*8-11-17 paid*

SECTION 1: PROPERTY INFORMATION			
Street Number <i>35</i>	Street Name <i>Salem Street, Portland</i>	Tax Account Number	CBL- Chart, Block, Lot Number (e.g. 001A__A001) <i>051 J095 001</i>

SECTION 2: OWNER INFORMATION		
Owner(s) First Name <i>Eve Kennedy Spaien</i>	Owner(s) Last Name <i>Kennedy Spaien *</i>	Primary Telephone Number <i>617 943-5549</i>
Mailing Address <i>50 R NICOLS STREET DANVERS, MA.</i>		Email Address <i>eve.kennedy.spaien@gmail.com</i>
Owner is a/an: <input checked="" type="checkbox"/> Individual(s) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> 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 <del><i>Gail Spaien</i></del>	Registered Agent Last Name <i>Spaien - PROPERTY MANAGER</i>	Telephone Number
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)		
Property Manager Name <i>Gail Spaien * please mail all correspondence to me</i>	Telephone Number <i>603-498-1679</i>	
Mailing Address <i>16 Angell Ave South Portland, ME</i>	Email Address <i>gspaien@meca.edu</i>	

SECTION 5: EMERGENCY CONTACT	
Emergency Contact Name <i>Gail Spaien</i>	Telephone Number <i>603-498-1679</i>

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) <i>Apt. 1, 2, 3</i>	Number of rental units registering <i>3</i>

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

Name (print only) <i>Gail Spaien</i>	Telephone Number <i>603-498-1679</i>
Relationship to Property <i>Manager (owner's sister)</i>	Date <i>11.4.16</i>
Email Address <i>gspaien@meca.edu</i>	



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**OWNER'S  
 PRE-INSPECTION CHECKLIST**

Revised  
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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			
Tax Account Number 9336	CBL- Chart, Block, Lot Number (e.g. ### X__ X#####) 057 J025001	Street Number 35	Street Salem St

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. Automatically or permanently lighted?	✓			
	c. Have doors that are fire-rated, self-closing, easily opened, and able to be used?	✓			
	d. Discharge at 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?	✓			each unit has 2 exits

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.