



Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

**CITY OF PORTLAND**

October 23, 2009

Dear Multi Family Property Owners;

The Code Enforcement Ordinance Article VI – Disclosure of Building Ownership –Section 6-151 of the City of Portland Inspections Division requires all multi-family property owners to register with the City of Portland. You can mail it back or fax us at 207-874-8716. If you have any questions, please do not hesitate to call us at 874-8703 or 874-8693. You may mail the registration form back to:

City of Portland  
389 Congress Street  
Portland, Maine 04101  
Attention: Inspection Services, Room 315

**MULTI-FAMILY REGISTRATION**

Property location: 294 Brackett St., Portland ME.

Number of units: 2 units

**OWNERS INFORMATION**

Owners name: Melissa Payson

Mailing Address: P.O. Box 8316 Portland, ME 04104

Owners daytime phone: 207-221-7533

Owners E Mail: info@mymainerental.com

**PROPERTY MANAGEMENT INFORMATION**

Property Management: Schneider Property Management, LLC

Mailing Address: 522 Washington Ave, Portland, ME 04103

Daytime phone: 207-221-7533 Emergency: 207-400-7229

E Mail: info@mymainerental.com