



Reviewed 06/19/17

CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	NEW/CHANGE OF OWNERSHIP RENTAL HOUSING REGISTRATION FORM
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-11-2016 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 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 243	Street Name Valley St.	CBL- Chart, Block, Lot Number (e.g. 001A_ A001) <i>024 - E005001</i>

SECTION 2: OWNER INFORMATION		
Owner(s) First Name Severus LLC	Owner(s) Last Name	Primary Telephone Numbers (cell) (207) 838-4379 (home)
Mailing Address P.O. Box 795, Yarmouth, ME 04096		Email Address saltpondproperties@gmail.com
Owner is a/an: <input type="radio"/> Individual(s) <input type="radio"/> Partnership <input type="radio"/> Corporation <input checked="" type="radio"/> LLC <input type="radio"/> 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 Andrew	Registered Agent Last Name Magoun	Telephone Number 2078384379
Mailing Address 11 Longmeadow Road, Cumberland, ME 04110		Email Address saltpondproperties@gmail.com

SECTION 4: PROPERTY MANAGER (if different than owner)		
Property Manager Name BellPort Property Management	Telephone Number 2077741400	
Mailing Address 536 Washington Ave., Portland, ME 04103	Email Address info@bellportmgt.com	

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)		
Emergency Contact Name Andrew Jordan, BellPort Property Management	Telephone Number 2077741400	

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) Apartment 1, Apartment 2, Apartment 3	Is the property owner occupied? (Yes/No) No	Number of rental units registering 3

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

Name (print only) Andrew Magoun	Telephone Number 2078384379
Relationship to Property Manager of Severus LLC	Date 5/30/2017
Email Address saltpondproperties@gmail.com	



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SECTION 7: FEE DISCOUNTS <i>(The total discount may not exceed \$20.00 per rental unit)</i>			
Discount Requested	Attach Required Verification Documents	Discount	Number of rental units for which a discount is being requested
Fully Sprinklered Building	Testing Report OR Maintenance Report OR Maintenance Contract from Preceding Year	\$10.00/unit	
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit	
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease Language OR Smoking Disclosure Form	\$2.50/unit	3

DID YOU COMPLETE: Rental Housing Registration Form
 Owner's Pre-Inspection Checklist
 Attach all fee discount verification documents if requesting discount

RETURN FORMS, ATTACHMENTS, AND PAYMENT:
 By email to: housingsafety@portlandmaine.gov
 By mail to: Housing Safety, Room 26
 City Hall, 389 Congress Street, Portland Maine 04101
 By fax to: (207) 756-8150
 In person at Room 26, City Hall

PAYMENT INFORMATION: Pay the registration fee:

- in person by cash, check, or credit card;
- by mail by check; or
- online by credit card through MuniPAY by following the link found at www.portlandmaine.gov/housingsafety

Make checks payable to CITY OF PORTLAND
 BE SURE TO NOTE the CHART, BLOCK, AND LOT (CBL) ON THE CHECK

FOR MORE INFORMATION: See www.portlandmaine.gov/housingsafety

SECTION 8: TOTAL ANNUAL CHARGES	
Total Number of Rental Units Registering	3
Registration Fees (\$35 x Number of Rental Units)	105
Total Fee Discounts (not to exceed \$20.00 per rental unit)	7.50
TOTAL ANNUAL RENTAL REGISTRATION FEES	97.50



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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 243	Street Valley St.	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?		✓		We will be updating the lighting to comply with this.
	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.

21. All personal property of Lessee of every kind and nature and of all persons claiming by or through Lessee which may be in the Premises shall be at the sole risk and hazard of Lessee, and if the whole or any part thereof shall be damaged or destroyed by fire, water or otherwise, or by leakage or bursting water pipes, by theft or from any other cause, other than loss or damage proximately caused by the act of Lessor, no part of said loss or damage is to be borne by Lessor.

22. At the ending date of this lease as shown in Section 2, and upon vacating the Leased premises, the Lessee shall deliver to the Lessor all keys belonging to the premises to the Lessor. If the Lessee fails to do so, the Lessor shall be entitled to retain Twenty Dollars (\$20.00) per key in addition to the cost of a new lock. This will be withheld from the Lessee's security deposit.

23. OTHER TERMS AND PROVISIONS

a. Snow and ice removal upon stairs and walkways is the joint responsibility of the tenant and landlord. Tenants are also responsible for snow and ice removal wherever vehicles are kept.

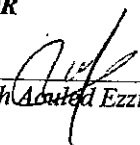
b. Smoking of any kind, the use of any drug, or the use of any drugs or unlawful material will not be allowed at any time in the apartment, the building, or anywhere on the property. There is no designated smoking area on the property.

c. The washer and dryer facilities will be for the use of tenants only.

d. Tenants of this building have the right to the quiet enjoyment of their homes; this includes freedom from excessive or continually disruptive noises that interfere with the ability to use their unit.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 19 day of August, 2016.

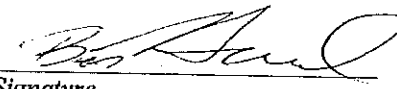
LESSOR


Seifallah Aouled Ezzine


Lindsay Aouled Ezzine

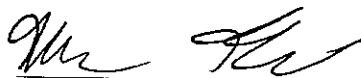
LESSEE


Signature


Signature

Sean Goodrich
Print

Richard Ben Hamman
Print


Signature

Mark Ridgeway
Print

**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
2017-2546	064 E005001	68691	06/19/2017	243 VALLEY ST	Severus LLC
Fee Description	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registration Fee	3	\$105.00			
No Smoking Policy	3	(\$7.50)			
Total For this Property:		\$97.50		\$0.00	\$97.50
Account Totals:		\$97.50		\$0.00	\$97.50

Detach and remit with payment

Acct Ref: _____

064 E005001

Bill To: MAGOUN ANDREW
11 LONGMEADOW ROAD
CUMBERLAND, ME 04110

Amount Pd: _____

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