



<b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b> www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	<b>NEW/CHANGE OF OWNERSHIP          RENTAL HOUSING REGISTRATION FORM</b>
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-11-2016 <span style="float: right;">Page 1 of 3</span>

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	Street Name	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001)

SECTION 2: OWNER INFORMATION		
Owner(s) First Name	Owner(s) Last Name	Primary Telephone Numbers (cell) (home)
Mailing Address		Email Address
Owner is a/an:      Individual(s)      Partnership      Corporation      LLC      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	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)	
Emergency Contact Name	Telephone Number

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)	Is the property owner occupied? (Yes/No)	<b>Number of rental units registering</b>

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

Name (print only)	Telephone Number
Relationship to Property	Date
	Email Address



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**SECTION 7: FEE DISCOUNTS** *(The total discount may not exceed \$20.00 per rental unit)*

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	

**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](mailto: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 MunicIPAY by following the link found at [www.portlandmaine.gov/housingsafety](http://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](http://www.portlandmaine.gov/housingsafety)

**SECTION 8: TOTAL ANNUAL CHARGES**

	<b>Total Number of Rental Units Registering</b>	
	<b>Registration Fees (\$35 x Number of Rental Units)</b>	
	<b>Total Fee Discounts (not to exceed \$20.00 per rental unit)</b>	
	<b>TOTAL ANNUAL RENTAL REGISTRATION FEES</b>	



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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	Street	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.