



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 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 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 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.

SECTION 1: PROPERTY INFORMATION			
Street Number 96	Street Name Lincoln	Tax Account Number 17710	CBL- Chart, Block, Lot Number (e.g. 001A__A001) 124 H007 001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name Jonathan + Traci	Owner(s) Last Name Block	Primary Telephone Number 207-653-5811
Mailing Address 91 Lincoln St. Portland ME 04103		Email Address JBlock@PierceAttwood.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:		

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	
Emergency Contact Name Jonathan Block	Telephone Number 207-653-5811

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) Apt 1, 2, 3	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) Jonathan Block	Telephone Number 207-653-5811	
Relationship to Property Owner	Date 12/31/15	Email Address JBlock@PierceAttwood.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	\$10.00/unit	
Centrally Monitored Fire Alarm	Fire Department Logs OR Alarm Contract	\$7.50/unit	
Housing Quality Standard (HQS) Inspection	HQS Inspection Report From Preceding Year	\$5.00/unit	
Uniform Physical Condition Standard (UPCS) Inspection	UPCS Inspection Report From Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease	\$2.50/unit	3 (Apt. 1, 2, 3)

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

EMAIL ELECTRONIC FORMS AND ATTACHMENTS TO: housingsafety@portlandmaine.gov

PAYMENT INFORMATION: Following verification of registration information and fee discount documentation you will receive an email sent to the email address of the party certifying registration (found at the bottom of the first page).

- Pay the invoiced amount to complete your rental housing registration:
- in person by cash, check, or credit card;
 - by mail by check; or
 - online by credit card or check.

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

PAYING BY CHECK: Make checks payable to: City of Portland, Housing Safety
PLEASE NOTE INVOICE NUMBER, TAX ACCOUNT NUMBER, OR CBL ON CHECK

FOR OFFICIAL USE ONLY		
	Total Number of Rental Units Registering	
	Registration Fees (\$35 x Number of Rental Units)	
	Total Fee Discounts (not to exceed \$20.00 per rental unit)	
	TOTAL FEES DUE	
CBL- Chart, Block, Lot Number		
Account Number		



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	OWNER'S PRE-INSPECTION CHECKLIST
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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	CBL- Chart, Block, Lot Number (e.g. ### X __ X #####)	Street Number	Street

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?	✓			

NA – not applicable


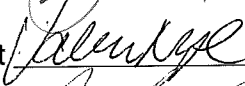
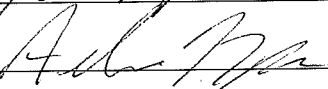
CODE REFERENCE (NFPA 101, City Code of Ordinances Chapter 6 and 10)	
Question	Code Explanation
1.1	There must be a working smoke alarm (detector) on each level of the building and dwelling unit including the basement and in the immediate vicinity of each bedroom or room used for sleeping as well as in 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.

Apartment Lease — 96 Lincoln St. #1

Agreement between Jonathan A. Block and Traci Block (Owners) and Valerie Nye and Andrew Nye (Tenants) for rent of Apartment #1 located at 96 Lincoln St., 1st floor, Portland, Maine. This lease shall be for a term of 12 months, beginning May 1, 2015 and ending April 30, 2016. Tenants agree to pay to Owners rent for this dwelling in the amount of \$1,200.00 per month, payable in advance on the 1st day of every calendar month to begin May 1, 2015. The security/cleaning deposit of \$1,200.00 to be kept on deposit with Owners, is refundable if Tenants, at the end of the lease term, leave the apartment reasonably clean and undamaged. Owners are responsible for providing, heat, hot water, water and sewer. Owners will refund all deposits within 7 days after tenant have moved out and returned keys, and upon satisfactory walk-through by Owners. Only the Tenants named above are allowed to living this apartment. No pets are permitted at any time. The apartment may not be sublet or used for business purposes. This agreement has no holdover rights. Apartment is rented in as-is condition and may contain lead paint. Tenants agree to:

1. Pay rent by check payable to Jon Block and delivered to 91 Lincoln Street, Portland Maine, or such other location as Owners may direct. Rent is due on the first day of each month.
2. Not disturb other people's peace and quiet by, for example, making loud noises or disturbances, having loud or large parties or playing loud music or broadcast programs.
3. Maintain the house and yard in a neat and orderly condition at all times.
4. Not paint or alter the premises without Owner's permission.
5. Park no more than 2 motor vehicle^s in designated parking area, and keep driveway and common areas clean; to keep any vehicle on premises currently registered; and to not repair motor vehicles on the premises if repairs will take longer than 1 day. Only motor vehicles belonging to one of Tenants named above may be parked in the parking lot. All visitors must be parked in the street.
6. Allow Owners or other agents to inspect the apartment, make repairs, and show it to prospective Tenants or Buyers with reasonable notice.
7. Not change locks without Owners' prior written consent.
8. Pay for all damages that Tenants or Tenants' guests may cause; if such repairs are paid for by Owners, the cost of such repairs shall be added to the following month's rent to replenish the security deposit.
9. Report any problems or concerns with the property to Owners as soon as possible.
10. Not drive more than 5 mph in driveway or parking area.
11. With Owners' permission, use only designated storage area for stored items. Stored items must be clearly labeled with Tenants' names.
12. Keep all exterior doors locked at all times.
13. Not smoke any substance anywhere on the premises, inside or out.

Tenants shall cause all guests to obey above rules. Violation of any part of this agreement or nonpayment of rent when due shall be cause for eviction. Tenants acknowledge that Tenants have read this agreement and have been given a copy. Tenants are jointly and severally liable for adherence to this Agreement.

Owner  Dated: 4/14/15
Tenant  Dated: 04/14/15
Tenant  Dated: 04/14/15

96 Lincoln St. Apt 2

This lease is old and could not be located in time for filing. However, the language is IDENTICAL to the other leases for this building. All of the leases prohibit smoking anywhere on the premises, inside or out. We only rent to non-smokers.

Thank you.

A handwritten signature in black ink, appearing to read "D. Bled" or similar, with a stylized, cursive script.

Apartment Lease — 96 Lincoln St. #3

Agreement between Jonathan A. Block and Traci Block (Owners) and Ashley Thibeault (Tenant) for rental of Apartment #3 located at 96 Lincoln St., 3rd floor, Portland, Maine. This lease shall be for a term of 12 months, beginning January 1, 2016 and ending December 31, 2016. Tenant shall have the option to renew this lease under the same terms for one additional 6th month period with notice given at least 30 days before the expiration of the original lease term. Tenant agrees to pay to Owners rent for this dwelling in the amount of \$895.00 per month, payable in advance on the 1st day of every calendar month to begin January 1, 2016. The security/cleaning deposit of \$895.00 to be kept on deposit with Owners, is refundable if Tenant, at the end of the lease term, leaves the apartment reasonably clean and undamaged. Owners are responsible for providing gas heat, water and sewer. Tenant is responsible for electricity, which includes electric hot water. Owners will refund all deposits within 7 days after tenant has moved out and returned keys, and upon satisfactory walk-through by Owners. Only the Tenant named above is allowed to live in this apartment. No pets are permitted at any time. The apartment may not be sublet or used for business purposes. This agreement has no holdover rights. Apartment is rented in as-is condition. Tenant agrees to:

1. Pay rent by check payable to Jon Block and delivered to 91 Lincoln Street, Portland Maine, or such other location as Owners may direct. Rent is due on the first day of each month.
2. Not disturb other people's peace and quiet by, for example, making loud noises or disturbances, having loud or large parties or playing loud music or broadcast programs.
3. Maintain the house and yard in a neat and orderly condition at all times.
4. Not paint or alter the premises without Owner's permission.
5. Park no more than 1 motor vehicle in designated parking area, and keep driveway and common areas clean; to keep any vehicle on premises currently registered; and to not repair motor vehicles on the premises if repairs will take longer than 1 day. Only motor vehicles belonging to Tenant named above may be parked in the parking lot. All visitors must be parked in the street.
6. Allow Owners or other agents to inspect the apartment, make repairs, and show it to prospective Tenants or Buyers with reasonable notice.
7. Not change locks without Owners' prior written consent.
8. Pay for all damages that Tenants or Tenant's guests may cause; if such repairs are paid for by Owners, the cost of such repairs shall be added to the following month's rent to replenish the security deposit.
9. Report any problems or concerns with the property to Owners as soon as possible.
10. Not drive more than 5 mph in driveway or parking area.
11. With Owners' permission, use only designated storage area for stored items. Stored items must be clearly labeled with Tenant's name.
12. Keep all exterior doors locked at all times.
13. Not smoke any substance anywhere on the premises, inside or out.

Tenants shall cause all guests to obey above rules. Violation of any part of this agreement or nonpayment of rent when due shall be cause for eviction. Tenant acknowledges that Tenant has read this agreement and has been given a copy. Tenant is jointly and severally liable for adherence to this Agreement.

Owner *Jonathan A. Block* Dated: *11/30/15*
Tenant *Ashley Thibeault* Dated: *11/30/15*