



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 51	Street Name Read Street	Tax Account Number 22046	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001) 155 E011001
SECTION 2: OWNER INFORMATION			
Owner(s) First Name	Owner(s) Last Name JDL Real Estate Development LLC	Primary Telephone Number (207) 749-3044	
Mailing Address 16 Springbrook Ln Falmouth ME 04105			Email Address davidmitchell123@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 David	Registered Agent Last Name Mitchell	Telephone Number (207) 749-3044	
Mailing Address 16 Springbrook Ln Falmouth ME 04105			Email Address davidmitchell123@gmail.com
SECTION 4: PROPERTY MANAGER (if different than owner)			
Property Manager Name			Telephone Number
Mailing Address			Email Address
SECTION 5: EMERGENCY CONTACT			
Emergency Contact Name Kristen Mitchell			Telephone Number (207) 749-3044
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)			Number of rental units registering 1

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

Name (print only) David Mitchell	Telephone Number (207) 749-3044	
Relationship to Property Manger, JDL Real Estate Development	Date 12/1/15	Email Address davidmitchell123@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	\$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	1

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

FOR OFFICIAL USE ONLY		
CBL- Chart, Block, Lot Number Account Number	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	



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	OWNER'S PRE-INSPECTION CHECKLIST
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-30-2015

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 22046	CBL- Chart, Block, Lot Number (e.g. ###X_X#####) 155 E011001	Street Number 51	Street Read 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

This lease made as of the 13th day of AUGUST 2015 by and between JDL Real Estate Development, LLC (landlord) and JOHN MARTIN (resident).
AND
NANCY MARTIN

The Landlord leases to the Tenant the premises known as 51 REAO ST herein after called the "leased premises", consisting of 3 BEDROOM (S) from SEPT 1, 2015 to AUGUST 31, 2016 and conditions.

There shall be no other persons residing in the rented premises except as specifically authorized in writing by Landlord or as listed hereinafter:

RENTAL: The tenant promises to pay rent in the amount of \$ 2000 a month. PLUS \$ 25 PER MONTH PET FEE, for a total of \$ 2,000 payable in advance on or before the first day of each month, without notice or demand (except as permitted under Maine Law), commencing on SEPT 1, 2015 to JDL Real Estate Dev. LLC

NOTE: Payment must be in check or money order form, cash cannot be accepted.

If tenant fails to pay rent within seven (7) days of the due date, this Lease shall be deemed to be breached, the term here of forfeited, and Tenant, without further demand or notice, shall be subject to a forcible entry and detained action (eviction), as well as suit for damages.

Notwithstanding the foregoing provision and without waiving any rights thereunder, Tenant shall be liable for and pay to Landlord a late payment penalty of four (4) percent of the monthly rent in accordance with State law, as additional rent. This charge is in, addition to; any other rights and remedies possessed by Landlord. The receipt by Landlord of less than the full amount due under this lease shall not be deemed a waiver of the right to require immediate full payment of the charges due herein. Late rent, paid after 15th, must be paid by certified check or money order. A late fee of 4% will be charged after the 15th of the month.

This lease shall be automatically renewed for successive terms of One (1) month, unless written notice is provided by either party of their intent not to renew said lease. Written notice shall be deemed effective if given at least thirty (30) days prior to the expiration of the current term.

Security Deposit in the amount of \$ 2,000 to the landlord before occupancy. An additional non-refundable pet sanitation fee of \$ 0 has been received.

a) Said deposit may be applied by Landlord toward reimbursement for any reasonable cost, or repairs or cleaning necessitated by Tenant's acts or omissions in violation of this Agreement (normal wear and tear excluded), and for rent which is due, unpaid and owing.

b) Within thirty (30) days after Tenant vacates the Leased Premises, Landlord shall return to Tenant the security deposit, less any amount due for rent, damages, or other charges.

forfeited in favor of the Landlord as liquidated damages.

In addition to any other rights or remedies it may have for a breach the Landlord shall have the immediate right to re-enter the premises to remove all persons and property therefrom, to store all such property at cost of Tenant, all without service, notice or resort to legal process except as otherwise required by Maine Law. No such re-entry shall be construed as a termination of this Lease unless a written notice of such intention is given to Tenant or unless so declared by a court of competent jurisdiction. All rights of Landlord, which shall have accrued prior to such termination, including all rights relating to the condition of the Leased Premises, shall survive such termination. Tenant shall also be liable for any reasonable attorney's fees incurred at the sole discretion of the courts and enforcing any rights of Landlord hereunder.

30. WAIVER: The waiver by Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition on any subsequent breach of the same, or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant or condition of this Lease, other than the failure of Tenant to pay the particular rental so accepted.

31. SEVERANCE: Should any term or provision of this Lease, or portion thereof be determined invalid or unenforceable by law, such determination shall not affect the validity or enforceability of the remaining terms and provisions herein.

32. REMARKS/OTHER:

- You will be required to pay for existing oil in tank at inception of lease. You'll be reimbursed for any oil in tank when moving out.
- RADON TEST RESULTS PROVIDED W/ THIS LEASE
- oil price calculated based on www.oil.com Ave price Southern ME/Orh Portland at lease inception
- NO SMOKING ALLOWED INSIDE BUILDING

- TENANTS AGREE TO COMPANY W/ LAWN CARE COMPANY
WHEREOF, We the undersigned do hereby execute and agree to this Lease Agreement.

Date: 8/17, 2015

By: [Signature]

Date: 8/17, 2015

By: [Signature]
(Tenants)