

**CITY OF PORTLAND HOUSING SAFETY OFFICE**

www.portlandmaine.gov/housingsafety  
housingsafety@portlandmaine.gov

Portland City Hall, Room 26  
389 Congress Street  
Portland Maine 04101  
(P) 207-756-8131 (F) 207-756-8150

**RENTAL HOUSING  
REGISTRATION FORM**

Revised  
11-30-2015

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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](mailto: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	Street Name	Tax Account Number	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001)
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**SECTION 2: OWNER INFORMATION**

Owner(s) First Name	Owner(s) Last Name	Primary Telephone Number
Mailing Address		Email Address
Owner is a/an:      Individual(s)      Partnership      Corporation      LLC      Other, please explain:		

**SECTION 3: AUTHORIZED AGENT (if different than owner)**

*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.*

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	Telephone Number
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**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
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**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	\$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	

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](mailto: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](http://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**

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



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**OWNER'S  
 PRE-INSPECTION CHECKLIST**

Revised  
 11-30-2015

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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.