



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

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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 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 13-15	Street Name Hastings Street	Tax Account Number 26462	OBL- Chart, Block, Lot Number (e.g. 001A_ A001) 184-F-6-8
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SECTION 2: OWNER INFORMATION

Owner(s) First Name Emily	Owner(s) Last Name Selden	Primary Telephone Number 207-615-9465
Mailing Address 15 Hastings Street, Portland, Maine 04102		Email Address emilyselden@gmail.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)

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 N/A	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)

Property Manager Name N/A	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT

Emergency Contact Name Susan Selden	Telephone Number 207-439-0910
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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) 13 Hastings Street	Number of rental units registering 1
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To the best of my knowledge, I certify that the information being registered is true and correct.

Name (print only) Emily Selden	Telephone Number 207-615-9465
Relationship to Property Owner	Date December 8, 2015
	Email Address emilyselden@gmail.com



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**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 26462	CEB- Chart, Block, Lot Number (e.g. ### X__X#####) 184-F-6-8	Street Number 13	Street Hastings 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?	X			
	b. In each bedroom?	X			
1.2	Is there a working carbon monoxide (CO) alarm (detector) on each level of the building and dwelling unit including the basement?	X			
1.3	Does each dwelling unit have two separate ways out?	X			
1.4	Are all ways out of the building:				
	a. Free of obstructions?	X			
	b. Automatically or permanently lighted?		X		
	c. Have doors that are fire-rated, self-closing, easily opened, and able to be used?		X		
	d. Discharge at the ground level?	X			
1.5	Do all exit stairways have handrails that are securely mounted?	X			
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?			X	

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.