



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov		RENTAL HOUSING REGISTRATION FORM <i>New + Entered</i> 07/28/17	
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	Street Name	Tax Acct Number	CBL-Chart, Block, Lot Number
1251	CONGRESS ST		186 A003306
SECTION 2: OWNER INFORMATION			
Property owners name and mailing address			Primary Telephone Number
WILLARD CAITLIN			
1251 CONGRESS ST # 306	04102		Email Address caitlin.willard@gmail.com
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		Registered Agent Telephone
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
Caitlin Willard			(518) 961-3029
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)			

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

Name		Telephone Number
Relationship to Property	Date	Email Address
	7/28/2017	

CITY OF PORTLAND
OFFICE OF HOUSING SAFETY
389 Congress Street
Portland, Maine 04101
(207) 756-8131
<http://portlandmaine.gov/housingsafety>

INVOICE FOR FEES

Reg No	CBL	Invoice No	Invoice Date	Location	Property Owner
2017-5260	186 A003306	69344	07/28/2017	1251 CONGRESS ST	WILLARD CAITLIN
Fee Description	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registration Fee	1	\$35.00			
Total For this Property:		\$35.00		\$0.00	\$35.00
Account Totals:		\$35.00		\$0.00	\$35.00

Detach and remit with payment

Acct Ref: _____

186 A003306

Bill To: WILLARD CAITLIN
1251 CONGRESS ST # 306
PORTLAND, ME 04102

Amount Pd: _____

Make checks payable to the *City of Portland*, ATTN: Housing Safety Department, 389 Congress Street, Portland, ME 04101.