

Relationship to Property

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CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	3	E OF OWNERSHIP REGISTRATION FORM
Portland City Hall, Room 26		
389 Congress Street	Revised	Page 1 of 3
Portland Maine 04101	11-11-2016	Lake T OLD
(P) 207-756-8131 (F) 207-756-8150		

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 beginning January 1, 2016 and within thirty (30) days of renting a property. The ANNUAL registration fee of \$35 per individually rented bed, room, and/or dwelling unit less any discounts (listed on the second page) is due at the time of registration and on January 1 of each year. 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

SECTION 1:	PROPERTY INFORMAT	ION		
Street Number	Street Name 107 Belfort St		I	Chart, Block, Lot Number (e.g. 001AA001)
	107 Belloit St	· · · · · · · · · · · · · · · · · · ·	3'	30 - 1045001
SECTION 2:	OWNER INFORMATIC	Ň		
Owner(s) First Nan	пе	Owner(s) Last Name		Primary Telephone Numbers
Joshua and Rol	bvn	Milligan		(cell) 207-939-3389 (home) 207-222-2707
Mailing Address	1	**************************************		Email Address
	ns Rd Gorham ME 04038			milliganjoshua1974@gmall.com
Owner is a/an:	Individual(s) Partn	ership (Corporation (CLC)	Other, please explain:	
	AUTHORIZED AGENT			
The first term of the first te	ust have an authorized agent f	renurances of service. If property owner is a n	artnership corporation	LLC or any other form of business entity, th
authorized open	그 사람들의 10차 전 11차 전 10분	"가 준 역사 그렇게 한다는 것 하는 것 하는 것들이 되었다"도 되어 주었다면서 되었다는 이번에 가지 때문에 되었다면 하고 있다.		
	t must be an individual who re	"가 준 역사 그렇게 한다는 것 하는 것 하는 것들이 되었다"도 되어 주었다면서 되었다는 이번에 가지 때문에 되었다면 하고 있다.		Telephone Number
Registered Agent F	t must be an individual who re	ides in the State of Maine.		
	t must be an individual who re	ides in the State of Maine.		Telephone Number Ernail Address
Registered Agent F	t must be an individual who re	ides in the State of Maine.		
Registered Agent F Mailing Address SECTION 4:	it must be an individual who re- irst Name PROPERTY MANAGER	ides in the State of Maine. Registered Agent Last Name		Email Address
Registered Agent F	it must be an individual who re- irst Name PROPERTY MANAGER	ides in the State of Maine. Registered Agent Last Name		
Registered Agent F Mailing Address SECTION 4: Property Manager	it must be an individual who re- irst Name PROPERTY MANAGER	ides in the State of Maine. Registered Agent Last Name		Email Address
Registered Agent F Mailing Address SECTION 4: Property Manager	it must be an individual who re- irst Name PROPERTY MANAGER	ides in the State of Maine. Registered Agent Last Name		Email Address Telephone Number
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address	it must be an individual who re- irst Name PROPERTY MANAGER	ides in the State of Moine. Registered Agent Last Name (if different than owner)		Email Address Telephone Number
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address SECTION 5:	PROPERTY MANAGER Name	ides in the State of Maine. Registered Agent Last Name		Telephone Number Email Address
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address	PROPERTY MANAGER Name	ides in the State of Moine. Registered Agent Last Name (if different than owner)		Email Address Telephone Number
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address SECTION 5:	PROPERTY MANAGER Name	ides in the State of Moine. Registered Agent Last Name (if different than owner)		Telephone Number Email Address
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address SECTION 5: Emergency Contact SECTION 6:	PROPERTY MANAGER Name EMERGENCY CONTACTOR TO THE TRANSPORTER TO	ides in the State of Maine. Registered Agent Last Name (if different than owner) T. FOR PROPERTY (if different than a	owner)	Telephone Number Email Address Telephone Number
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address SECTION 5: Emergency Contact SECTION 6: Please describe	PROPERTY MANAGER Name EMERGENCY CONTAC to Name RENTAL UNIT REGISTI the rental units by listing unit re	ides in the State of Maine. Registered Agent Last Name (if different than owner) T. FOR PROPERTY (if different than a compared to the compa	owner)	Telephone Number Email Address Telephone Number Telephone Number
Registered Agent F Mailing Address SECTION 4: Property Manager Mailing Address SECTION 5: Emergency Contact SECTION 6: Please describe units being regis	PROPERTY MANAGER Name EMERGENCY CONTAC It Name RENTAL UNIT REGISTI the rental units by listing unit is stered (e.g. apartment number	ides in the State of Maine. Registered Agent Last Name (if different than owner) T. FOR PROPERTY (if different than a compared to the compa	Is the property owner occupied? (Yes/No)	Telephone Number Email Address Telephone Number
Registered Agent f Mailing Address SECTION 4: Property Manager Mailing Address SECTION 5: Emergency Contact SECTION 6: Please describe	PROPERTY MANAGER Name EMERGENCY CONTAC It Name RENTAL UNIT REGISTI the rental units by listing unit is stered (e.g. apartment number	ides in the State of Maine. Registered Agent Last Name (if different than owner) T. FOR PROPERTY (if different than a compared to the compa	owner)	Telephone Number Email Address Telephone Number Telephone Number

Date 07/21/17

milliganjoshua1974@gmail.com



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	NEW/CHANGE OF OWNERSHIP RENTAL HOUSING REGISTRATION FORM	
Portland City Hall, Room 26 389 Congress Street	Revised	
Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	11-11-2016	Page 2 of 3

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 from Preceding Year	\$10.00/unit	
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit	
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease Language OR Smoking Disclosure Form	\$2.50/unit	Q 1

DID YOU COMPLETE:

Rental Housing Registration Form

Owner's Pre-Inspection Checklist

Attach all fee discount verification documents if requesting discount

RETURN FORMS, ATTACHMENTS, AND PAYMENT: By email to: housingsafety@portlandmaine.gov

By mail to: Housing Safety, Room 26

City Hall, 389 Congress Street, Portland Maine 04101

By fax to: (207) 756-8150 In person at Room 26, City Hall

PAYMENT INFORMATION:

Pay the registration fee:

in person by cash, check, or credit card;

by mail by check; or

 online by credit card through MuniciPAY by following the link found at www.portlandmaine.gov/housingsafety

Make checks payable to CITY OF PORTLAND

BE SURE TO NOTE the CHART, BLOCK, AND LOT (CBL) ON THE CHECK

FOR MORE INFORMATION:

See www.portlandmaine.gov/housingsafetv

Total Number of Rental Units Registering	1
Registration Fees (\$35 x Number of Rental Units)	35
Total Fee Discounts (not to exceed \$20.00 per rental unit)	2.50
TOTAL ANNUAL RENTAL REGISTRATION FEES	32.50



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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 II	NFORMATION	
Street Number	Street	CBL- Chart, Block, Lot Number (e.g. 001AA001001)

LIFE	SAFETY CHECKLIST	YES	NO	NA	Comments
1.1	Is there a working smoke alarm (detector):	V			
	a. On each level of the building and dwelling unit and in the vicinity of each bedroom, including the basement?	1			
	b. In each bedroom?	1			
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?	V			
1.4	Are all ways out of the building:				
	a. Free of obstructions?				
	b. In buildings with 3 or more dwelling units, automatically or permanently lighted?				
	c. In buildings with 3 or more dwelling units, have doors that are fire-rated, self-closing, easily opened, and able to be used?				
	d. Discharged to 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

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.

RENTAL AGREEMENT

This Agreement made this 18th day of July 2017 is between **Joshua and Robyn Milligan** (hereinafter referred to as LANDLORD) and **Matthew Dahms and Patrick Simmonds** (hereinafter referred to as TENANT), who shall be jointly and severally responsible under the terms and conditions of this Agreement. This Agreement is intended only for the persons named above and may not be assigned without the written permission of the LANDLORD or its agent.

The LANDLORD hereby leases to the TENANT and the TENANT hereby leases from LANDLORD One House located at: 107 Belfort Street, Portland ME for the term of twelve (12) months commencing August 1, 2017 to July 31, 2018. The term rent shall be \$28,200.00 to be paid in equal monthly installments of \$2,350.00 on or before the first of each month. Security Deposit (\$2,350.00), Pet Deposit (\$250.00), August Rent (\$2,350.00) to be paid at lease signing.

TENANT shall pay the following utility, service and miscellaneous charges:

Electricity, Oil for Heat, Water, Sewer, Trash, Lawn Care, Snow Removal, Internet and Cable.

TERMS AND CONDITIONS OF THIS AGREEMENT:

- SECURITY DEPOSIT: TENANT shall deposit with LANDLORD upon the signing of this Agreement a Security Deposit under the terms and conditions as outlined on the attached Agreement. SECURITY DEPOSIT IS NOT TO BE USED AS RENT FOR THE FINAL MONTH OF THE TERM OR ANY TERMINATION FEE.
- SUBLET: The premises shall not be sublet or this Agreement assigned without the written consent of the LANDLORD.
- 3. INSPECTION: With prior notice, LANDLORD or its agent shall be permitted to enter the premises during reasonable hours for inspection, maintenance and showing to prospective tenants or purchasers.

 TENANT shall not alter existing locks or install other locks without the written consent of the LANDLORD.
- 4. CONDITION: The premises are leased as shown "as is" with no other verbal commitments by the LANDLORD or its agent. The LANDLORD does agree to the following changes, repairs or conditions only: None.
- 5. PETS: TENANT acknowledges that one dog is allowed in this unit. Having any pets in this unit without written consent from LANDLORD shall be considered a Breach of this Agreement and sufficient cause for termination of this Lease. Pet Deposit paid \$250.00
- 6. DAMAGE: The LANDLORD is not responsible for any injuries to persons or damage and loss of property caused by the negligence, omission or willful act of TENANT and TENANTS guests while on the leased premises or on the LANDLORD'S property of which the leased premises are a part. TENANT accepts this condition as part of this Agreement. TENANT is encouraged to carry Renter's Insurance. LANDLORD shall repair those appliances owned by LANDLORD that need repairing under normal usage.
- 7. BREACH OF AGREEMENT: If TENANT shall fail to pay rent within 15 days of the due date, LANDLORD may charge a late fee of 4% of monthly rental amount. If TENANT fails to comply with any of the terms of this Agreement, LANDLORD may terminate this Agreement and the TENANT'S rights hereunder. LANDLORD may declare forfeiture, re-enter the premises, sue for rent or resort to any other legal remedy. Unfavorable credit history will be reported to the appropriate credit agencies.
- 8. IMPROPER USE: Premises shall only be used as the private residence of those residents who are listed as TENANT above.

- Payment of rent shall be made to: Joshua and Robyn Milligan at Keybank acct# Rent not received by the first of each month shall be considered late.
- 10. HOLD OVER: The TENANT agrees that his/her occupancy of the premises beyond the term of this Agreement shall not be deemed as a renewal of this Agreement. If rent is collected and accepted it shall be a renewal on a month to month basis only, with all other provisions of this Agreement to continue except for term.
- 11. SEPARABILITY: If any portion of this Lease is held invalid, the remainder of the Agreement shall not be affected.
- 12. The TENANT agrees to abide by the rules and regulations of the property as attached hereto, or amended during the rental term.
- 13. TERMINATION: Upon the expiration or termination of this Agreement, TENANT agrees to deliver the property as outlined in page 3 of this agreement entitled: Security Deposit and Agreement.
- 14. QUIET ENJOYMENT: It is agreed that in consideration of others, any loud noises (i.e. parties, music, etc.) that cause complaints, shall be sufficient cause for termination of this Lease.
- 15. TENANT acknowledges that Broker is representing said property for Owner and information furnished to the applicant is from sources deemed reliable but no warranty is made to the accuracy thereof. Furthermore, TENANT recognizes that information and representations (including but not limited to) heating systems, electrical systems, appliances, air conditioning, and condition of said property has been provided by the Owner and TENANT is encouraged to seek information from professionals regarding any specific issue of concern involving said information.

16. SPECIAL PROVISIONS:

- a. TENANT agrees to abide by all current and forthcoming City, County or State ordinances and codes. This shall include current regulations or changes or regarding the bagging, removal or disposal of trash and recyclables. All costs shall be at the TENANTS expense. Failure to comply with city regulations may result in a lien being placed against LANDLORD'S property, should this result the LANDLORD reserves the right to take legal action and/or retain TENANTS security deposit to cover lien release costs.
- b. TENANT and LANDLORD need to mutually agree in writing 60 days prior to the end of lease for TENANT to extend or renew the lease. TENANT shall notify LANDLORD 60 days prior to the end of lease should TENANT not wish to renew or extend.
- Oil tank shall be left on move out date at the same level as on move in date:
- d. TENANT agrees to maintain ¼ tank of oil at all times to avoid damage to the heating system. If any damage results to the heating system as a result of the tank being empty, TENANT assumes all cost to repair.
- e. TENANT agrees not to paint anywhere in the interior of the house for the duration of the lease.
- f TENANT acknowledges that this is a non-smoking unit. Smoking in this unit shall be considered a Breach of this Agreement and sufficient cause for termination of this Lease.

IN WITNESS whereof, the parties hereto, have signed this Agreement in duplicate on the day and year first written above:

SECURITY DEPOSIT AND AGREEMENT

Receipt is hereby acknowledged of Matthew Dahms and Patrick Simmonds in the sum of \$2,350 to act as a security deposit and \$250 for pet deposit for 107 Belfort St, Portland ME, on conditions as set forth below. The security deposit is intended to cover any damage incurred by LANDLORD as a result of TENANT failing to meet any of the conditions outlined below. The above amount shall be returned upon the termination of occupancy within thirty (30) days on the following conditions:

- 1. This amount does not apply to the last month's rent.
- 2. The full term of the Lease has passed or proper notice has been given under agreement of termination of tenancy.
- 3. Proper written notice to vacate has been given upon the day rent payment is due.
- 4. There is no damage to the unit other than normal wear and tear. All litter and rubbish have been removed.
- 5. The bathrooms have been thoroughly cleaned, including tub, lavatory, commode, floor and mirrors.
- 6. The refrigerator has been defrosted and cleaned, the electricity turned off to the refrigerator and the door left open.
- 7. The entire unit has been cleaned, including bathroom, appliances, inside of windows, drawers, cabinets, walls, mirrors and floors, etc.
- The carpeting has been professionally cleaned and vacuumed and has not been damaged by stains, burns or grease spots.
- 9. There are no large holes in the walls, nor any large scratches, nor any glue-on picture hangers or contact paper. Proper weighted picture hangers shall be used to hang items on the walls.
- 10. Storage space has been cleaned out of all material. There are no late charges and all rent due has been paid.
- 11. There are no outstanding utility bills.
- 12. All unit and building keys are returned.
- 13. A forwarding address is provided to the LANDLORD.
- 14. The Resident and LANDLORD (or his/her agent) has signed the inspection report.

I fully understand that if I have not complied with all the provisions as stated in this Agreement, any charges for from the Security Deposit, and I will receive an accounting summary Natthew Dahms dotloop verified 07/19/17 7:28AM EDT RWGP-ESWX-JLRV-1QWI Yoshua Milligan DATE DATE LANDLORD: Joshua Milligan TENANT: Matthew Dahms dotloop verified 07/18/17 9:12PM EDT VOYY-80CX-TVHR-8DI3 dotloop verified 07/19/17 7:48AM EDT RUXK-N66N-WWQM-VSQ# Patrick Simmonds LANDLORD: Robyn Milligan DATE TENANT: Patrick Simmonds DATE

CITY OF PORTLAND OFFICE OF HOUSING SAFETY

389 Congress Street Portland, Maine 04101 (207) 756-8131

http://portlandmaine.gov/housingsafety

THIS IS YOUR RECEIPT OF PAYMENT RECEIVED

Reg No CBL		Invoice No	Invoice Dat	ite Location		eation Property Ow	
2017-5253	300 B045001	69248	07/21/201	7	107 BELFORT ST		
Fee Des	scription	Ç	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registra	tion Fee		1	\$35.00			
No Smo	king Policy		1	(\$2.50)			
	Total F	or this Prop	erty:	\$32.50	07/21/2017	\$32.50	\$0.00
Account Totals:		otals:	\$32.50		\$32.50	\$0.00	

Acct Ref:

300 B045001

Bill To: MILLIGAN JOSHUA & ROBYN 97 GORDON FARMS ROAD

GORHAM, ME 04038