



|   |  |
|---|--|
| <b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b><br>www.portlandmaine.gov/housingsafety<br>housingsafety@portlandmaine.gov | <b>RENTAL HOUSING<br/>REGISTRATION FORM</b>                          |
| Portland City Hall, Room 26<br>389 Congress Street<br>Portland Maine 04101<br>(P) 207-756-8131 (F) 207-756-8150         | Revised<br>11-30-2015 <span style="float: right;">Page 1 of 3</span> |

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<br>51             | Street Name<br>Carriage Ln | Tax Account Number | CBL- Chart, Block, Lot Number (e.g. 001A _A001) |

| SECTION 2: OWNER INFORMATION   |                             |  |
|--|-----------------------------|--|
| Owner(s) First Name<br>Nancy   | Owner(s) Last Name<br>Bauer | Primary Telephone Number<br>213-675-3445 |
| Mailing Address<br>340 Neck Rd Rochester MA 02770  |                             | Email Address<br>maydet@sbcglobe.net     |
| 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)   |                            |                  |
|---|----------------------------|------------------|
| <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   | Registered Agent Last Name | Telephone Number |
| Mailing Address   |                            | Email Address    |

| SECTION 4: PROPERTY MANAGER (if different than owner) |                                  |
|---|----------------------------------|
| Property Manager Name<br>Disigo Management Co.        | Telephone Number<br>207-871-1080 |
| Mailing Address<br>One City Center Portland ME 04101  | Email Address                    |

| SECTION 5: EMERGENCY CONTACT        |                                  |
|-------------------------------------|----------------------------------|
| Emergency Contact Name<br>Leo Bauer | Telephone Number<br>310-863-6911 |

| 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)<br>Unit E | Number of rental units registering<br>1 |

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

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Name (print only)<br>Nancy Bauer     | Telephone Number<br>213-675-3445 |
| Relationship to Property<br>Owner    | Date<br>12/13/15                 |
| Email Address<br>maydet@sbcglobe.net |                                  |



|   |   |
|---|---|
| <b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b><br><a href="http://www.portlandmaine.gov/housingsafety">www.portlandmaine.gov/housingsafety</a><br><a href="mailto:housingsafety@portlandmaine.gov">housingsafety@portlandmaine.gov</a> | <b>RENTAL HOUSING<br/>REGISTRATION FORM</b> |
| Portland City Hall, Room 26<br>389 Congress Street<br>Portland Maine 04101<br>(P) 207-756-8131 (F) 207-756-8150   | Revised<br>11-30-2015                       |

**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         |   |
|-------------------------------|---|
|                               | 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) |
|                               | <b>TOTAL FEES DUE</b>                                       |
| CBL- Chart, Block, Lot Number |   |
| Account Number                |   |