



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 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 51	Street Name Carriage Ln	Tax Account Number	CBL- Chart, Block, Lot Number (e.g. 001A_ A001)

SECTION 2: OWNER INFORMATION		
Owner(s) First Name Nancy	Owner(s) Last Name Bauer	Primary Telephone Number 213-675-3445
Mailing Address 340 Neck Rd Rochester MA 02770		Email Address 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 Disigo Management Co.	Telephone Number 207-871-1080
Mailing Address One City Center Portland ME 04101	Email Address

SECTION 5: EMERGENCY CONTACT	
Emergency Contact Name Leo Bauer	Telephone Number 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) Unit E	Number of rental units registering 1

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

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



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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

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

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)
	TOTAL FEES DUE
CBL- Chart, Block, Lot Number	
Account Number	