



<b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b> www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	<b>NEW/CHANGE OF OWNERSHIP RENTAL HOUSING REGISTRATION FORM</b>
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (P) 207-756-8131 (F) 207-756-8150	Revised 11-11-2016 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 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 email, fax, mail, or in person. After the registration information and fee discount documentation has been verified, an invoice for payment will be sent to the party certifying registration entered below. Complete applications may pay at the time of registration.

SECTION 1: PROPERTY INFORMATION		
Street Number 31	Street Name Demerest	CBL- Chart, Block, Lot Number (e.g. 001A__A001) 410 E021001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name Ian	Owner(s) Last Name Wallin	Primary Telephone Numbers (cell) (631) 897-8751 (home)
Mailing Address 31 Demerest Street Portland ME 04103		Email Address wallin.ian@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)		
<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	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)	
Emergency Contact Name	Telephone Number

SECTION 6: RENTAL UNIT REGISTRATION		
Please describe the rental units by listing unit numbers and/or room numbers of the rental units being registered (e.g. apartment number 1,2,3, 4-11) 1 bedroom with a bathroom	Is the property owner occupied? (Yes/No) yes	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) Ian Wallin	Telephone Number (631) 897-8751
Relationship to Property owner	Date 4/18/17
Email Address wallin.ian@gmail.com	