



CITY OF PORTLAND HOUSING SAFETY OFFICE www.portlandmaine.gov/housingsafety housingsafety@portlandmaine.gov	07/05/17 <b>NEW/CHANGE OF OWNERSHIP</b> <b>RENTAL HOUSING REGISTRATION FORM</b>
	Revised 11-11-2016 Page 1 of 3
Portland City Hall, Room 26 389 Congress Street Portland Maine 04101 (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 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 Bucks St	CBL- Chart, Block, Lot Number (e.g. 001A__A001) 429-5007001

SECTION 2: OWNER INFORMATION		
Owner(s) First Name James	Owner(s) Last Name Hodkins	Primary Telephone Numbers (cell) 838-9902 (home)
Mailing Address 31 Bucks St Portland ME 04103		Email Address
Owner is a/an: <input 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) 1st Floor 2 Bedroom 2nd Floor 2 Bedroom	Is the property owner occupied? (Yes/No) <input checked="" type="radio"/> Yes <input type="radio"/> No	Number of rental units registering 2

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

Name (print only) James Hodkins	Telephone Number
Relationship to Property	Date 7/3/17
Email Address	



<b>CITY OF PORTLAND HOUSING SAFETY OFFICE</b> <a href="http://www.portlandmaine.gov/housingsafety">www.portlandmaine.gov/housingsafety</a> <a href="mailto:housingsafety@portlandmaine.gov">housingsafety@portlandmaine.gov</a>	<b>NEW/CHANGE OF OWNERSHIP          RENTAL HOUSING REGISTRATION FORM</b>
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SECTION 7: FEE DISCOUNTS <i>(The total discount may not exceed \$20.00 per rental unit)</i>			
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	2 = \$5

**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](mailto: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 MuniPAY by following the link found at [www.portlandmaine.gov/housingsafety](http://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/housingsafety](http://www.portlandmaine.gov/housingsafety)

SECTION 8: TOTAL ANNUAL CHARGES	
Total Number of Rental Units Registering	
Registration Fees (\$35 x Number of Rental Units)	\$170
Total Fee Discounts (not to exceed \$20.00 per rental unit)	-5
<b>TOTAL ANNUAL RENTAL REGISTRATION FEES</b>	<b>\$165</b>

**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 Date	Location	Property Owner
2017-5248	429 J007001	68980	07/05/2017	29 BATES ST	
Fee Description	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registration Fee	2	\$70.00			
No Smoking Policy	2	(\$5.00)			
<b>Total For this Property:</b>		<b>\$65.00</b>	<b>07/05/2017</b>	<b>\$65.00</b>	<b>\$0.00</b>
<b>Account Totals:</b>		<b>\$65.00</b>		<b>\$65.00</b>	<b>\$0.00</b>

**Acct Ref:** \_\_\_\_\_  
429 J007001

**Bill To:** QUALITY RENTALS  
31 BATES STREET  
PORTLAND, ME 04103