



CITY OF PORTLAND HOUSING SAFETY OFFICE
 www.portlandmaine.gov/housingsafety
 housingsafety@portlandmaine.gov

Portland City Hall, Room 26
 389 Congress Street
 Portland Maine 04101
 (P) 207-756-8131 (F) 207-756-8150

**RENTAL HOUSING
 REGISTRATION FORM**

new + Entered
 07/28/17

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 244	Street Name VERANDA ST	Tax Acct Number	CBL-Chart, Block, Lot Number 432 F003002
SECTION 2: OWNER INFORMATION			
Property owners name and mailing address TRIGGIANI JENNA L 27 CASTLE VIEW DR 04096		Primary Telephone Number	
		Email Address kristian.pulkka@gmail.com	
SECTION 3: AUTHORIZED AGENT (if different than owner)			
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.			
Registered Agent First Name Pulkka	Registered Agent Last Name Kristian	Registered Agent Telephone (207) 210-2472	
Mailing Address 27 Castle View Drive Yarmouth ME 04096		Email Address kristian.pulkka@gmail.com	
SECTION 4: PROPERTY MANAGER (if different than owner)			
Property Manager Name		Telephone Number	
Mailing Address		Email Address	
SECTION 5: EMERGENCY CONTACT			
Emergency Contact Name Kristian Pulkka		Telephone Number (207) 210-2472	
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)			

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

Name Kristian Pulkka	Telephone Number (207) 210-2472
Relationship to Property	Date 7/28/2017
	Email Address kristian.pulkka@gmail.com

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INVOICE FOR FEES

Reg No	CBL	Invoice No	Invoice Date	Location	Property Owner
2017-5263	432 F003002	69355	07/28/2017	244 VERANDA ST	TRIGGIANI JENNA L
Fee Description	Qty	Charge	Date Paid	Amount Paid	Outstanding
Registration Fee	1	\$35.00			
Total For this Property:		\$35.00		\$0.00	\$35.00
Account Totals:		\$35.00		\$0.00	\$35.00

Detach and remit with payment

Acct Ref: _____

432 F003002

Bill To: TRIGGIANI JENNA L
27 CASTLE VIEW DR
YARMOUTH, ME 04096

Amount Pd: _____