



LONG TERM RENTAL UNIT REGISTRATION APPLICATION

Please use this application to register a rental unit. A rental unit is any portion of a residential structure that is available to rent for any length of time to an individual. The Code of Ordinances (Chapters 6 & 14, Article VI) requires an owner, manager, and a person/entity to register a rental unit. Registration is due annually by January 1 or within thirty (30) days of renting a new property. A registration application is not complete until payment is received.

Please follow these steps to register a rental unit:

1. Fill out this application.
2. Calculate the fee owed with the table below.
3. Estimate applicable discounts.
4. Submit valid supporting documentation for discounts. Please see Page 3 for examples.
5. Invoice provided to the party certifying registration
6. Pay fee owed after staff verifies fee discount documentation.
7. Repeat Steps 1-6 on an annual basis.

Long Term Rentals (LTR)

A long-term rental is more than 30 days. The annual registration fee for a long-term rental is \$35 per rental unit minus any discounts of no more than \$20 per unit.



Permitting and Inspections Department

389 Congress St. Room 307 • Portland, ME 04101 • (207) 756-8131
www.portlandmaine.gov

RENTAL UNIT REGISTRATION APPLICATION

SECTION 1: PROPERTY INFORMATION		
Street Number	Street Name – Unit #	CBL- Chart, Block, Lot Number (e.g. 001A__A001)

SECTION 2: OWNER INFORMATION -MUST COMPLETE ONE		
Individual Ownership:		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address
Owner is (Please Circle): Partnership Corporation LLC Other (Please explain), A Completed Supplemental Corporation Sheet must be submitted with the application		
Corporate Name		Primary Telephone Numbers
Mailing Address		Email Address

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	Registered Agent Last Name	Telephone Number



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Mailing Address	Email Address
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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	
	# of Units
Long Term	

Total Number of Units in Building:	
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SECTION 7: FEE DISCOUNTS*			
Type of Discount	Valid Verification Documents	Discount	Number of Rental Units
Fully Sprinklered Building	Testing 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	

*Please note there is a maximum of \$20 discount per rental unit.



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SECTION 8: TOTAL ANNUAL CHARGES

	<u>Long Term</u>
Number of Rental Units Registering =	
Rental Unit Fees =	
Registration Fees (\$35 x Number of Long-Term Rental Units)	
Fee Discounts =	
Total Annual Rental Registration Fee =	

Did you complete?

- Rental Housing Registration Form
- Provide all fee discount verification documents

Payment Information:

Pay the registration fee:

- in person by cash, check, or credit card;
- mail a check - Make checks payable to "City of Portland" and note the CHART, BLOCK, AND LOT (CBL) on the check.

Please return completed application, documents and fees to:

Permitting and Inspections Department
 Room 307
 389 Congress St
 Portland ME 04101

For More Information:

See www.portlandmaine.gov/housingsafety

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

Name (print only)	Telephone Number
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Relationship to Property	Date	Email Address
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*****Office Use Only*****

	Date	Initials		Documents	Received
Application Received:				Primary Affidavit	
Payment Received:				Landlord Affidavit	
Entered in System:				Verification Documents	



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Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	TITLE	Ownership %

(Stock ownership in non-publicly traded companies must add up to 100%.)

Signature: _____ Date: _____
Signature of Owner or Corporate Officer

Portland, Maine



Yes. Life's good here.

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_____ Print Name of Owner or Corporate Officer