



Permitting and Inspections Department
 Michael A. Russell, MS, Director

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.

Short Term Rentals (STR)

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

Owner Occupied Single Family Home/Condo or Tenant Occupied		\$ 100.00
Multi-Unit Owner Occupied Building and Island Short Term Rental	First Unit	\$ 100.00
	Second Unit	\$ 250.00
	Third Unit	\$ 500.00
	Fourth Unit	\$ 1,000.00
	Fifth Unit	\$ 2,000.00
Multi-Unit Non-Owner Occupied Building	First Unit	\$ 200.00
	Second Unit	\$ 500.00
	Third Unit	\$ 1,000.00
	Fourth Unit	\$ 2,000.00
	Fifth Unit	\$ 4,000.00

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.

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

www.portlandmaine.gov



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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		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address
Owner is a/an:		
Individual(s) Partnership Corporation LLC Other, please explain:		

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
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name	Telephone Number
Mailing Address	Email Address



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

SECTION 6: RENTAL UNIT REGISTRATION								
Please Indicate if the Unit is:								
	# of Units		Mainland	Island		Owner Occupied	Tenant Occupied	Non Owner Occupied
Long Term								
Short Term								

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>Short Term</u>	<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

Short-Term Rentals Only:

- Provide a notarized primary residence affidavit (unless a non-owner occupied unit).
- Provide a notarized statement of permission from landlord for tenant occupied unit.

Payment Information:

Pay the registration fee:

- in person by cash, check, or credit card;
- online by credit card through MuniPAY at www.portlandmaine.gov/housingsafety
- 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

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

Name (print only)		Telephone Number
Relationship to Property	Date	Email Address

*****Office Use Only*****

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

PRIMARY RESIDENCE AFFIDAVIT

I, _____, represent under oath that the following statements are true and correct to my personal knowledge:

1. I reside at _____, Portland, Maine, CBL _____ (the "Residence").
2. The Residence is currently my legal residence for government purposes, including property taxes and exemptions, voting, vehicle taxes and registration, licensing, benefits, and others, as applicable.
3. I reside at the Residence for more than one-half of the calendar year.
4. The Residence will remain my legal residence for more than one-half of the calendar year.

Dated:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Dated:

Notary Public/Attorney at Law

LANDLORD STATEMENT OF PERMISSION

I, _____, am the (authorized agent of the record owner/record owner) of the property at _____, Portland, Maine, CBL _____ (the "Property").

_____ ("Tenant"), is a lawful tenant at (unit/apartment) ____ at the Property (the "Residence"). I give Tenant permission to rent the Residence as a Short Term Rental ("STR") pursuant to the City of Portland Code of Ordinances ("City Code") §§ 6-150 *et seq.*

I have reviewed the relevant portions of the City Code and understand the potential consequences of Tenant's use of the Residence as a STR. I understand that Tenant's use of the Residence as a STR may impact my ability to rent other units as STRs, or may impact the registration fee for renting other units as STRs. I also understand and agree that I am responsible for maintaining the Property in full compliance with state laws and local ordinances, including City Code §§ 6-200 *et seq.*, regarding Disorderly Houses.

Dated:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Dated:

Notary Public/Attorney at Law