



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**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. Supplemental Rental Information

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**Long Term Rentals (LTR)**

A long-term rental is more than 30 days. The annual registration fee for a long-term rental is \$50 per rental unit minus any discounts of no more than \$20 per unit.



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<b>SECTION 1: PROPERTY INFORMATION</b>		
Street Number	Street Name – Unit #	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001)

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

<b>SECTION 3: AUTHORIZED AGENT (if different than owner)</b>		
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



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

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

<b>SECTION 6: RENTAL UNIT REGISTRATION</b> <b>**Please complete Appendix A**</b>	
<b>Total Number of Units in Building:</b>	
<b>Total Number of Long Term Rental Units:</b>	

<b>SECTION 7: FEE DISCOUNTS*</b>			
<b>Type of Discount</b>	<b>Valid Verification Documents</b>	<b>Discount</b>	<b>Number of Rental Units</b>
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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<b>SECTION 8: TOTAL ANNUAL CHARGES</b>	
Number of Rental Units Registering =	<u>Long Term</u>
Rental Unit Fees =	
Registration Fees (\$50 x Number of Long-Term Rental Units)	
Fee Discounts =	
<b>Total Annual Rental Registration Fee =</b>	

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](http://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
Relationship to Property	Date	Email Address



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**Corporate Supplement**

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)

<b>NAME</b>	<b>ADDRESS (5 YEARS)</b>	<b>TITLE</b>	<b>Ownership %</b>

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signature of Owner or Corporate Officer

\_\_\_\_\_  
Print Name of Owner or Corporate Officer

## RENTAL UNITS | 2022 SUPPLEMENTAL INFORMATION

*This information must be provided for all short-term and long-term rental units. A separate form must be completed for each individual rental unit.*

<b>SECTION 1: APPLICANT CONTACT INFORMATION</b>			
<u>Name</u>	<u>E-mail</u>	<u>Phone #</u>	
<b>SECTION 2: PROPERTY INFORMATION</b>			
<u>Street #</u>	<u>Street Name</u>	<u>Unit #</u>	<u>Chart, Block, and Lot Number (CBL)</u>
<b>SECTION 3: RENTAL UNIT INFORMATION</b>			
What rent was being charged for this unit as of June 1, 2020?			\$
What was the amount of rent being charged for this unit as of January 1, 2021?			\$
What was the amount of rent being charged for this unit as of November 1, 2021?			\$
What is the amount of Banked Rent?			\$
What was the amount of security deposit collected?			\$
Please provide the amount of any other payments collected from the existing tenant(s) as of January 1, 2021 (other than a security deposit or rent).			\$
How many bedrooms are included in this unit?			
How many bathrooms are included in this unit?			
Does this unit include a kitchen? Please circle one.			YES or NO
Is this unit any of the following? Check the box for any that apply.			
- Owned, operated, or otherwise managed by a municipal housing authority?			
- An accommodation provided in a hospital, convent, church, religious facility, or extended care facility?			
- Dormitories owned and operated by an institution of higher education or by Portland Public Schools?			
- In a building containing only 2, 3, or 4 dwelling units, one of which the landlord currently occupies as his or her principal residence?			
- An accessory dwelling unit, as defined in Chapter 14 of City Code?			
- Publicly rent-controlled or subsidized (Section 8, GA, etc)?			
- None of the above			

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

Name (print only): \_\_\_\_\_ Date: \_\_\_\_\_