



CITY OF PORTLAND
Permitting and Inspections Department

SHORT TERM RENTAL UNIT REGISTRATION APPLICATION

Please use this application to register or renew a short term 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 any other person/entity responsible for the property to register a rental unit. Registration is due annually by January 1. A registration application is not complete until payment is received.

Short Term Rentals (STR)

A short-term rental is less than 30 days.

Registration Fees:

Owner Occupied Units, Tenant Occupied Units, 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
Non-Owner Occupied Mainland Units	First Unit	\$ 200.00
	Second Unit	\$ 500.00
	Third Unit	\$ 1,000.00
	Fourth Unit	\$ 2,000.00
	Fifth Unit	\$ 4,000.00

Building Limits:

<u>Non Owner-Occupied Building</u> 1-2 total units=1 Short Term Rental 3-5 total units= 2 Short Term Rentals 6-9 total units=4 Short Term Rentals 10+ total units=5 Short Term Rentals	<u>Owner-Occupied Building</u> 1-2 total units=1 Short Term Rental 3 total units= 2 Short Term Rentals 4 total units= 3 Short Term Rentals 5 total units= 4 Short Term Rentals 6+ total units=5 Short Term Rentals
---	--

Note: Tenant, owner and non-owner occupied units will all be counted towards these limits. Owners may register up to five units within their primary residence.



CITY OF PORTLAND
Permitting and Inspections Department
SHORT TERM RENTAL UNIT REGISTRATION APPLICATION

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

Type of Property*	
Total Number of Units in Building:	

*If located in a condominium or homeowners association, you attest that the use of the unit as a short term rental is allowed. Yes No

SECTION 2: OWNER INFORMATION (COMPLETE AT LEAST ONE LISTED BELOW)		
A. Individual Ownership:		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address
B. Corporate Ownership:		
**A completed Supplemental Corporation Sheet must be submitted with the application.		
Ownership form : <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other (please explain)		
Corporate Name	Primary Telephone Numbers	
Mailing Address	Email Address	



CITY OF PORTLAND
Permitting and Inspections Department

SECTION 3: AUTHORIZED AGENT (if different than owner)

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

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)

Emergency Contact Name	Telephone Number
Address	Email Address

SECTION 6: RENTAL UNIT REGISTRATION

Please describe the rental unit(s) by indicating the following:

Unit # (Describe rooms*)	Number of nights (Short Term)**	Number of nights (Long Term)**	Mainland	Island	Owner Occupied	Tenant Occupied	Non Owner Occupied

*If renting a room(s), please describe as Guest bedroom A, Master bedroom, Basement bedroom, etc.

**Report the number of nights rented the previous year from 11/1 through 10/31.

Note: Owner Occupied is defined as the unit the owner lives in for more than 6 months of the year.



CITY OF PORTLAND
Permitting and Inspections Department

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 that there is a maximum \$20 discount per rental unit.

SECTION 8: TOTAL ANNUAL CHARGES	
	<u>Short Term</u>
Number of Rental Units Registering =	
Rental Unit Fees =	
Fee Discounts =	
Total Annual Rental Registration Fee =	

<p>SECTION 9: Do you have ownership in any other short-term rental properties in Portland? If no, please put N/A. If yes, please list the addresses.</p>



CITY OF PORTLAND
Permitting and Inspections Department

Did you complete?

- Rental Housing Registration Application
- Provide all fee discount verification documents.
- Provide a notarized Primary Residence Affidavit (unless a non-owner occupied unit).
- Provide a notarized Landlord Statement of Permission for a Tenant occupied unit.
- Corporate Disclosure
- Evidence of primary residence

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 address on the check.

Please return completed application, documents and fees to:

City of Portland
Licensing & Registration
389 Congress St, Room 307
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.

Signature		Telephone Number
Relationship to Property	Date	Email Address

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



CITY OF PORTLAND
Permitting and Inspections Department

CORPORATE DISCLOSURE

The answers to questions 1-4 must match the information on file with the Maine Secretary of State's office. Your certification must be in good standing. 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. Thank you.

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 names, addresses, and titles of the officers and directors and list the percentage of ownership (attach additional sheets as needed):

NAME	CURRENT ADDRESS	TITLE	OWNERSHIP %

(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



CITY OF PORTLAND
Permitting and Inspections Department

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.
5. I have provided one of the following documents:
 - a. Valid Driver's License or State issued Identification
 - b. Valid motor vehicle registration
 - c. Proof of homestead exemption:
 - d. Other (please list): _____

Date:

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.

Date: _____
Notary Public/Attorney at Law

Staff Use Only:

Type of Verification Document:		Staff Initials:	
--------------------------------	--	-----------------	--



CITY OF PORTLAND
Permitting and Inspections Department

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.

Date:

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.

Date:

Notary Public/Attorney at Law

2024 SHORT-TERM RENTAL ADDITIONAL INFORMATION

*This information must be provided for all short-term rental units. A separate form must be completed for **EACH** individual rental unit. Information requested is as of November 1, 2023 unless noted.*

SECTION 1: APPLICANT CONTACT INFORMATION				
<u>Name:</u>	<u>E-mail:</u>	<u>Phone #:</u>		
SECTION 2: PROPERTY INFORMATION				
<u>Street #</u>	<u>Street Name</u>	<u>Unit #</u>	<u>Chart, Block, Lot Number (CBL)/Parcel ID</u>	
SECTION 3: RENTAL UNIT INFORMATION				
<p>Is this unit exempt for any of the following? Check the box for any that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Owned, operated, or otherwise managed by a municipal housing authority? <input type="checkbox"/> An accommodation provided in a hospital, convent, church, religious facility, or extended care facility? <input type="checkbox"/> Dormitories owned and operated by an institution of higher education or by Portland Public Schools? <input type="checkbox"/> In a building containing only 2, 3, or 4 dwelling units, one of which the landlord currently occupies as his or her principal residence? Or in an owner-occupied single-family home? <input type="checkbox"/> An accessory dwelling unit, as defined in Chapter 14 of City Code? <input type="checkbox"/> Publicly rent-controlled or subsidized (Section 8, GA, etc)? <input type="checkbox"/> None of the above <p><i>*If the unit is exempt, no further information is required. If "none of the above" is selected, please complete form</i></p>				
What rent was being charged nightly for this unit as of June 1, 2020, or the Base Rent?			\$	
What was the amount of nightly rent charged on November 1, 2022? (Previous Year)			\$	
What is the amount of nightly rent being charged as of November 1, 2023? (Current Rent)			\$	
What is the increase in nightly rent (if any) when compared to the previous year's rent?			\$	
What amount of the rental increase is attributable to:				
• The Allowable Increase Percentage:			\$	
• New Tenancy			\$	
• Banked Rent that was accrued in prior years:			\$	
• Any Increase applied for and approved by the Rent Board			\$	
What is the amount of nightly Banked Rent remaining with the unit?			\$	
What was the amount of security deposit collected?			\$	
Please provide the amount of any other payments or fees collected from the existing tenant(s) (other than a security deposit or rent).			\$	
# of Bedrooms:		# of Bathrooms:		Does this unit include a kitchen? <input type="checkbox"/> Yes, <input type="checkbox"/> No

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

Signature: _____ Date: _____

Supplemental Forms Frequently Asked Questions

What is the Chart, Block, Lot Number (CBL)/Parcel ID?

The CBL/Parcel ID can be found on your license renewal letter. CBL/Parcel ID can also be found through the Assessor's online Property Search

What is the Base Rent?

Base Rent is the amount of monthly rent charged in June of 2020. If the unit was not being rented in June of 2020, the Base Rent is the amount of rent charged when the unit was first rented.

How much can rent be increased?

Rent may only be increased by an amount that conforms to the five allowable categories listed in 6-234(b); the Allowable Increase Percentage, the Tax Rate Rent Adjustment, New Tenancy, Banked Rent accrued in prior years, and Rent Board Approved Increases. The total increases are capped at 10%. Under no circumstances may a Landlord raise the rent of a Covered Unit by more than 10% within a Rental Year. Any rent increases available to a Landlord in excess of 10% may be "banked" for use in a subsequent Rental Year. The five allowable categories are:

1. The **Allowable Increase Percentage** is published in September of every year and is equal to 100 percent of the change in the Consumer Price Index for Greater Boston Metro Area. The Allowable Increase Percentage for the 2023 Rental Year was 7.0%.
2. **New Tenancy.** A landlord may increase the rent on a Covered Unit by five percent (5%) of the base rent in addition to any other allowable increases when a new tenant occupies a unit. This increase may be applied at most once per year.
3. **Banked Rent** that has been accrued from previous years may be used to increase rent.
4. **Additional Rent Board Approved Increases.** Landlords may apply to the Rent Board for additional increases attributable to such things as capital improvements, increased housing service costs, or to receive a fair rate of return. These must be approved by the Rent Board before they are allowed.

If a landlord has submitted an increase in rent from the prior year, the increase MUST be categorized.

What is Banked Rent?

Banked Rent is an amount of rental increases allowed under 6-234(b) that were not charged to the tenant(s). Any amount of allowable increases not charged during the rental year, or any allowable increases in excess of 10%, may be banked for use in future rental years.