

TOWN OF ORONO

Annual Rental Unit Registration Form
Chapter 8, Article 4, Orono Code of Ordinances

OFFICE USE ONLY

Date Submitted: _____

Permit Number: _____

Please ensure that all sections are answered accurately.

1. Property Information:

Street #: _____ Street Name: _____ Tax Map: _____ Lot: _____

of Buildings with rental units at this address: _____

of Rental Units at this address: _____

of Rental Units occupied by households with federally assisted rent payments? _____

of off street parking spaces available on the property: _____

of off street parking spaces available at another location: _____

Rental Type: (check all that apply)

Zone:

<input type="checkbox"/> Single Family	<input type="checkbox"/> Accessory Dwelling	<input type="checkbox"/> LDR	<input type="checkbox"/> HDR	<input type="checkbox"/> F&A
<input type="checkbox"/> Two-Family	<input type="checkbox"/> Single Room(s)	<input type="checkbox"/> MDR	<input type="checkbox"/> GMDR	<input type="checkbox"/> UNIV
<input type="checkbox"/> Multi-Family (3+)	<input type="checkbox"/> Student Home	<input type="checkbox"/> C1	<input type="checkbox"/> C2	<input type="checkbox"/> VC

2. Owner Information (if owner is a corporation or similar entity, provide name of key contact person)

Last Name	First Name	Business Name			
Mailing Address					
Street #	Street Name	PO Box	City	State	Zip Code
Telephone #		2nd Telephone #	Email Address:		

3. Property Manager Information

Last Name	First Name	Business Name			
Mailing Address					
Street #	Street Name	PO Box	City	State	Zip Code
Telephone #		2nd Telephone #	Email Address:		

4. Emergency Contact Information

Last Name	First Name	Business Name			
Telephone #					
2nd Telephone #		Email Address:			

5. Unit Information

1st Unit Type	# of Sleeping Rooms _____	# of Bathrooms _____	# of Unrelated persons currently residing in unit _____
# of units matching this description _____	For additional units differing from the 1st, proceed to the 2nd rental unit.		
2nd Unit Type	# of Sleeping Rooms _____	# of Bathrooms _____	# of Unrelated persons currently residing in unit _____
# of units matching this description _____	For additional units differing from the 2nd, proceed to the 3rd rental unit.		
3rd Unit Type	# of Sleeping Rooms _____	# of Bathrooms _____	# of Unrelated persons currently residing in unit _____
# of units matching this description _____	For additional units differing from the 3rd, proceed to the 4th rental unit.		
4th Unit Type	# of Sleeping Rooms _____	# of Bathrooms _____	# of Unrelated persons currently residing in unit _____
# of units matching this description _____	For additional units differing from the 4th, proceed to the 5th rental unit.		
5th Unit Type	# of Sleeping Rooms _____	# of Bathrooms _____	# of Unrelated persons currently residing in unit _____
# of units matching this description _____	For additional units differing from the 5th, attach a sheet with the requested information.		

Definitions

A **"dwelling unit"** is a unit with its own kitchen, sleeping and bathroom facilities. A single family home available for rent should be recorded as one rented dwelling unit.

A **"parking space"** is a paved or graveled space adequate for an automobile with room for opening doors. It includes spaces with a garage and places in a driveway where there is room for one car to be parked behind another without overhanging a sidewalk or street. Lawns cannot be used for parking.

"Unrelated" means not related by blood, marriage, adoption, or guardianship. Two unrelated people and their children who are living in a relationship that is intended to be permanent with bonds characteristic of a family should NOT be counted as unrelated. If a rental unit includes both related persons (for example a married couple or siblings) AND unrelated persons, the related persons together plus an unrelated person equal 2 unrelated persons.

"Student home" means a single family detached, single family attached, two family, or multi family dwelling in which one or more of the dwelling unit is occupied by three or more "students", at least one of whom is paying rent, lease fee, or a similar fee for the right to occupy the dwelling unit or portion thereof, whether or not the students are legally related.

"Student" means an individual who attends or has accepted admission to an undergraduate program at a university, college, community college, technical college, trade school, commercial school, or similar institution, or is on a summer, semester or other scheduled break from the institution.

6. Sketch of Property

Please attach a sketch of the lot on which the rental property is located.

Show:

- General location of the building on the lot
- Parking area(s) on the lot and the number of parking spaces in each area
- Any outdoor trash storage area
- Any fence, hedge or similar vegetation that separates your lot from neighboring lots
- Name(s) of abutting street(s)

If you have submitted a sketch as of the 2017 Rental Registration year (beginning Sept. 1, 2017) and certify that there have been no changes, please initial here: _____

Landlord Responsibilities

As the owner of the rental property within Orono, you are required to meet regulatory requirements set forth by federal and State laws as well as relevant Town of Orono Ordinances. These ordinances are available online at <http://www.orono.org/ordinances>. While property owners and residents are required to follow all regulations, landlords may have particular interest in the following: Buildings and Building Regulation (Chapter 8); Environment (Chapter 13); Land Use (Chapter 18); and Law Enforcement (Chapter 20).

The following items are identified to highlight issues that have generated a higher frequency of complaints to the Code Enforcement Office and Public Safety Staff as well as public concern voiced to the Orono Town Council.

--Rental Registration forms must be filed with all related fees to the Town of Orono Code Enforcement Office by September 1st of each year. In accordance with the Rental Registration Ordinance, fees will double to \$50 per unit for all registrations and/or fees received after September 1st. Please be advised that the Town will begin formal enforcement action which may subject property owners to substantial statutory penalties, for rental units not registered by October 15th.

--To be fully registered as required by ordinance, property owners must file a fully completed Rental Registration Form and all related fees to the Code Enforcement Office no later than September 1st following the commencement of each fiscal year.

--The number of unrelated individuals living in a dwelling unit is strictly regulated depending upon the zoning district and type of dwelling. In no case does the Ordinance allow more than 5 unrelated people to occupy a dwelling unit. If you do not know how many unrelated individuals are allowed to occupy a certain dwelling unit, please refer to Town of Orono Ordinance Chapter 18, or contact the Code Enforcement Office.

--Notice must be posted in each dwelling unit stating the maximum number of tenants allowed.

--Individuals are not allowed to park on the front lawn, defined as yard extending across the full width of the lot between any structure and the front lot line, or in a manner that obstructs the sidewalk. This includes parking at the end of a driveway in a manner that obstructs vehicular or pedestrian traffic.

--Owners are required to provide adequate storage, and collection or garbage/trash with any remaining spilled litter/trash cleaned up by 11am on the day after trash collection.

--All residents are expected to comply with the Noise, Disorderly Property, Building, and Land Use Ordinances.

--In Orono, ultimately it is the property owners' responsibility to ensure compliance with almost all Town Ordinances -- including but not limited to, the Rental, Building, Land Use, and Disorderly Property Ordinances.

Total #	Minus	Fed. Subsidized	Equals	Units Subject	Times	Fee Per	Equals	Total F
Units	(-)	Units	(=)	To Fee	(X)	Unit (\$25)	(=)	

(Please make check out to the Town of Orono - Address 59 Main St., Orono, ME 04473)

Per ordinance, the fee per unit doubles to \$50.00 for registrations received after September 1st.

I certify that the information provided above is true and complete. Further, I acknowledge that designating a local agent does not relieve the owner from responsibility complying with this and other Town of Orono Ordinances.

Authorized Signature: _____ Date: _____

Printed Name: _____ Date: _____

Designating a local agent does NOT absolve the Property Owner of the responsibilities set forth within the Town of Orono Ordinances. Compliance with the Rental, Building, Land Use, and Disorderly property ordinances ultimately is the sole responsibility of the Property Owner.