

**TOWN OF ORONO
ANNUAL RENTAL UNIT REGISTRATION FORM
Chapter 8, Article 4, Orono Code of Ordinances**

NOTE: If you own more than one lot with rental units or rooms, complete one form for each separate lot. The form must be completed whether or not the rental units are occupied. For a single-family home that is occupied by its owner but with an accessory apartment, complete the form for the apartment only. For a single-family home that is occupied by its owner but with single rooms that are rented out or available for rent, complete the form for the room(s) only. All registrations are due by September 1st or a double fee will be charged.

PLEASE PRINT

I. PROPERTY ADDRESS Tax Map _____ Lot No. _____ Street No. _____ Street Name _____ <input type="checkbox"/> Check here if there have been no changes since last year. If there been no changes, simply complete page 1 and sign and date page 4, and return form with fee. Number of buildings with rental units or rooms at this address: <input style="width: 50px;" type="text"/> Total number of tenants at this location _____	Rental Type (check all that apply) <input type="checkbox"/> Single family residence <input type="checkbox"/> Two-family <input type="checkbox"/> Multi-family (3 or more units) <input type="checkbox"/> Mobile home <input type="checkbox"/> Accessory dwelling unit <input type="checkbox"/> Single room(s) Zone _____
II. 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 No. _____ Street Name _____ P.O. Box _____ City _____ State _____ Zip Code _____	
Tel. No. _____ Second Tel. No. _____ E-mail Address _____	
III. PROPERTY MANAGER INFORMATION (If same as above, check here: <input type="checkbox"/>)	
Last Name _____ First Name _____	
Business Name _____	
Mailing Address Street No. _____ Street Name _____ P.O.Box _____ City _____ State _____ Zip Code _____	
Tel. No. _____ Second Tel. No. _____ E-mail Address _____	
IV. EMERGENCY CONTACT INFORMATION Is there an emergency contact other than the names listed above? Yes ___ No ___	
Name _____	
Tel. no. _____ E-mail Address _____	

V. PROPERTY INFORMATION			
Number of dwelling units available for rent at this address: (See Definitions)			
Number of single rooms available for rent:			
Total number of off-street parking spaces on the property: (See Definitions)			
Total number of off-street parking spaces legally available to tenants at another location:			
First rental unit (or room)		Second rental unit (or room)	
Number of sleeping rooms:		Number of sleeping rooms:	
Total number of rooms, excluding bathrooms:		Total number of rooms, excluding bathrooms:	
Number of bathrooms:		Number of bathrooms:	
Number of unrelated persons in unit (See Definitions)		Number of unrelated persons in unit (See Definitions)	
Total number of units with characteristics identical to those in the First Rental Unit		Total number of units with characteristics identical to those in the Second Rental Unit	
If there are additional rental units on the lot with characteristics different than the First Rental Unit, proceed to Second Rental Unit.		If there are additional rental units on the lot with characteristics different than the Second Rental Unit, proceed to Third Rental Unit.	
Third rental unit (or room)		Fourth rental unit (or room)	
Number of sleeping rooms:		Number of sleeping rooms:	
Total number of rooms, excluding bathrooms:		Total number of rooms, excluding bathrooms:	
Number of bathrooms:		Number of bathrooms:	
Number of unrelated persons in unit (See Definitions):		Number of unrelated persons in unit (See Definitions):	
Total number of units with characteristics identical to those in the Third Rental Unit		Total number of units with characteristics identical to those in the Fourth Rental Unit	
If there are additional rental units on the lot with characteristics different than the Third Rental Unit, proceed to Fourth Rental Unit.		If there are additional rental units on the lot with characteristics different than the Fourth Rental Unit, proceed to Fifth Rental Unit.	

Fifth rental unit (or room)		Sixth rental unit (or room)	
Number of sleeping rooms:		Number of sleeping rooms:	
Total number of rooms, excluding bathrooms:		Total number of rooms, excluding bathrooms:	
Number of bathrooms:		Number of bathrooms:	
Number of unrelated persons in unit (See Definitions):		Number of unrelated persons in unit (See Definitions):	
Total number of units with characteristics identical to those in the First Rental Unit		Total number of units with characteristics identical to those in the Second Rental Unit	
If there are additional rental units on the lot with characteristics different than the Fifth Rental Unit, proceed to Sixth Rental Unit.		For additional rental units on this lot different than the units previously described, please attach a separate sheet of paper, listing the information above for each.	

How many of the rental units are occupied by households whose rent payments are federally assisted? _____

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 1 rented dwelling unit.

A “**parking space**” is a paved or graveled space adequate for an automobile with room for opening doors. It includes spaces within a garage and spaces 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 two unrelated persons.

Please turn page

VI. SKETCH OF PROPERTY

Please provide a sketch of the lot on which the rental property is located. (If this property was part of a site plan approved by the Planning Board, so indicate, and a sketch is not necessary.) 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 or hedge or similar vegetation that separates your lot from neighboring lots
- Name(s) of abutting street(s)

Street name _____

**Thank you. Please submit this completed registration form to:
Code Enforcement Office, Town of Orono, 59 Main Street, Orono, ME 04473. All rental registrations must be filed with the Town by September 1st or a double fee will be charged per unit.**

Include the registration fee of \$25.00 per rental unit or rental room, payable to Town of Orono:

No. of units	Minus	Federally subsidized units	=	No. of units subject to fee	x	Fee per unit \$25.00	=	Total Fee
	-							

Authorized Signature _____ **Date:** _____

Printed _____