

INSTRUCTIONS FOR COMPLETING MULTI-FAMILY PROPERTY ELECTRONIC REGISTRATION APPLICATION

This application may be completed either online or on paper.

Online version and hard copy version of the application can be found at:
<http://www.lewistonmaine.gov/rental>

Section 1: Property Information

1. Insert **Street Number** (e.g., 243) and **Street Name** (e.g., Lisbon). If there is more than one building on a property and the buildings share a common address and have some form of building identifier (e.g., Building 1, 2, ... or Building A, B, ...), please enter the **Building Identification Number** in the space provided.
2. **Parcel Number**. This is the City's Real Estate Parcel Identifier. The number starts with RE and is printed on the registration notice form mailed to the property owner. If you do not have that number, it can be found through the City's Geographical Information System (GIS) at: <https://webapps2.cgis-solutions.com/Lewiston/Basic/index.html>.

When you enter the property address, you will be taken to a map displaying the property with a dialogue box that provides the Parcel ID. This is the Parcel Number.

3. **Owner Occupied**. Indicate whether the owner of the property lives on the property.

Section 2: Dwelling Units and Safety Features

- 1-7. In the spaces provided, enter the Number of Residential Floors (do not count floors without residences such as basements or floors housing only commercial space), Number of Vacant Units, and the Number of Units by Bedroom Size in the spaces provided. If there are no units with the specified number of bedrooms, enter 0.
8. Indicate whether there is a central fire alarm system serving the building. A central system sounds a fire alarm throughout the building when it is activated, unlike a smoke detector serving only an individual apartment or area of the building.
9. If there is a single system, indicate whether it is monitored, i.e., it reports to a third party that automatically contacts the fire department when the alarm sounds.
10. Indicate if the building has a sprinkler system.
11. Indicate if the building has been tested for the presence of lead and the year in which that testing took place. If not known, check Don't Know.
12. Indicate if the building has been cleared of lead hazards and made either lead free or lead safe. If so, indicate the year this work was completed. If not known, check Don't Know.

13. Also indicate if there is a lead maintenance plan for the building. Such a plan is designed to ensure that any lead that remains present in the building is managed in such a way as to prohibit its spread due to routine operations such as opening and closing doors or windows, the presence of chipping paint, or maintenance and repair activities. If unknown, mark NO.

Section 3: Ownership and Contact Information

- A. Provide the required information for the **Building Owner**, i.e., the individual or the legal entity that holds the deed to the property. Then indicate whether the owner is an individual or a partnership, Limited Liability Company (LLC), or corporation. If the owner is some other form of entity, check other and provide an explanation.
- For properties that are individually owned, provide the requested contact information in the Individual Ownership section.
 - If the building is not individually owned but is owned by a corporation, partnership, LLC, etc., provide the corporate contact information in the requested space and **ALSO COMPLETE THE CORPORATE DISCLOSURE FORM found at the link at the end of this document.**
- B. **Business Operator:** Provide the requested contact information for the Business Operator. This is the individual with a legal ownership interest in the building who makes and/or implements financial, maintenance, and policy decisions regarding the building. If this person is also the individual owner, it is not necessary to re-enter the contact information. Just mark indicate that the operator is the same as the owner.
- C. **Property Manager:** Provide the requested contact information for the Property Manager, the individual who has day to day maintenance responsibilities for the building and who the City can contact to schedule inspections and handle other routine tasks. If this individual is the same as either the Business Operator or Owner (if Owner is an individual), just indicate that to avoid re-entering the same contact data.
- D. **Emergency Contact:** This is the individual the City will contact in case of an emergency involving the property. Provide the primary after-hour emergency phone number. If the contact information is the same as the Business Owner (if Owner is an individual), Business Operator, or Property Manager, just indicate that to avoid re-entering the same contact data.

Signature/Name of Individual Completing Application

If the application is completed online, the name of the person filing the application should be entered in the signature/name block. The individual named is certifying that the information provided in the application is accurate.

If printed and submitted in hard copy, the form should be signed and the name of the person submitting the application should be printed clearly in the space provided below the signature block.

Separate Corporate Disclosure

If the building is owned by an entity other than an individual, the corporate disclosure form must be completed. That form is available at:

Electronic Copy: www.lewistonmaine.gov/disclosureonline

Hard Copy: www.lewistonmaine.gov/corporatedisclosure

THIS FORM NEEDS TO ONLY BE COMPLETED ONCE FOR EACH LEGAL ENTITY, REGARDLESS OF THE NUMBER OF BUILDINGS THE ENTITY OWNS. The required information includes:

1. Exact Legal Name
2. Doing Business As, if any. If the organization is known by a name other than its exact legal name, that name should be entered here.
3. Date of corporate filing with the state
4. State in which the organization was formed or chartered
5. Information of Officers and Directors, showing the percentage of ownership of each individual listed. Provide up to a maximum of eight individuals.

Signature/Name of Individual Completing Application

If the Corporate Disclosure is completed online, the name of the person filing the application should be entered in the signature/name block. The individual named is certifying that the information provided in the application is accurate.

If printed and submitted in hard copy, the form should be signed and printed clearly in the space provided below the signature block.

Questions, if any, may be addressed to:

Allison Pease
Senior Assistant City Clerk
apease@lewistonmaine.gov
513-3124 ext 3217