



Town of Castine
Annual Rental Listing Form
 Castine Rental Housing Ordinance

1. Property Address		Rental Type	
Tax Map _____ Lot # _____		(Check all that apply)	
Street # _____ Street Name _____		<input type="checkbox"/> Single Family Residence	
***Rental Listing Information (ownership, manager or emergency contact, property, and tenant information) must be updated every year.		<input type="checkbox"/> Two-Family	
Total number of tenants at this location _____		<input type="checkbox"/> Mobile Home	
Total number of on-site parking spaces _____		<input type="checkbox"/> Accessory Dwelling Unit	
		<input type="checkbox"/> Single Room(s)	
		Zoning District _____	
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 # _____ E-Mail Address _____	
3. Property Manager Information (If same as above, check here: _____)			
Last Name _____		First Name _____	
Business Name _____			
Mailing Address			
Street # _____	Street Name _____	PO Box _____	City _____ State _____ Zip Code _____
Telephone # _____		2nd Telephone # _____ E-Mail Address _____	
4. Emergency Contact Information			
Is there an emergency contact other than the names listed above? Yes _____ No _____			
Last Name _____		First Name _____	
Telephone # _____		2nd Telephone # _____ E-Mail Address _____	
Thank you.			
Please submit this completed Rental Listing Form to: Code Enforcement Office, Town of Castine , 67 Court Street (mail to: P. O. Box 204) Castine, Maine 04421			
All Rental Listing Forms must be filed by August 15 or a \$25 late fee per unit will be charged.			
Units Listed on or before August 15 _____		Units Listed after August 15 _____	
		Late Fee: Total Fee: _____ x \$25/Unit = \$ _____	

5. Certification

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 of complying with this and other state and local regulations.

Authorized Signature: _____ Date: _____

Printed Name: _____ Date: _____

Basic Safety Guidelines for Housing

APARTMENTS (Multi-family Dwelling Unit)

Each apartment door shall be labeled (i.e. Apartment 1, Apartment A, etc.)

BUILDING ADDRESS

All buildings must have black street numbers on a white reflective background, placed in a location that is visible from the street in all weather conditions.

DETECTORS (reference Maine State Fire Marshal Detector Requirements updated 05-10-2018)

Electric-powered (with battery back-up) smoke alarms shall be inside each bedroom, as well as 15' outside the bedroom, and on each level, if applicable. Detectors are recommended near fuel burning heating systems. Smoke alarms should be replaced every 10 years.

At least one carbon monoxide detector (electric powered with battery back-up) shall be in the apartment, located within 15' of the bedroom.

Talking detectors or units with flashing light shall be used for individuals with disabilities.

ELECTRICAL

Extension cords are not allowed, except for temporary use (i.e. cleaning, construction, etc.)

Electrical panels shall be covered and easily accessed. All fuses/ circuit breakers shall be the proper size and all clearly labeled. Screw in fuses should not be used.

Electrical receptacle boxes must have cover plates.

EXITS

In most cases, two well-lit stair exits are required from each building, typically stair and hallway. These exits should not be blocked by anything, including snow or personal belongings. No doors can be nailed shut, padlocked or blocked.

All fire escapes shall be in good condition with clear access.

Bedroom windows must be large enough for tenants to evacuate from if necessary; unobstructed and egressable.

FIRE EXTINGUISHERS

One extinguisher shall be provided on each level, located in plain sight, and inspected annually.

HEATING EQUIPMENT

The apartment's heating equipment shall be in good working order with no fuel leaks (including oil tanks), be properly vented; and, in the case of a furnace/boiler, have an emergency switch.

STORAGE/TRASH

Stairs and hallways shall be clear of any trash or personal belongings, including bicycles, furniture, and appliances.

Combustible and flammable liquids and gases are not allowed inside the building unless they are stored in labeled lockers.

There should be a designated area or dumpster outside of the apartment for accumulated trash.