



**Town of Castine**  
**Annual Rental Listing Form**  
Castine Rental Housing Ordinance

<b>1. Property Address</b>		<b>Rental Type</b> (Check all that apply)  <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Two-Family <input type="checkbox"/> Mobile Home <input type="checkbox"/> Accessory Dwelling Unit <input type="checkbox"/> Single Room(s)  Zoning District _____
Tax Map _____ Lot # _____		
Street # _____ Street Name _____		
<b>***Rental Listing Information (ownership, manager or emergency contact, property, and tenant information) must be updated every year.</b>		
Total number of tenants at this location _____ Total number of on-site parking spaces _____		
<b>2. Owner Information</b> (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 _____		
<b>3. Property Manager Information</b> (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 _____		
<b>4. Emergency Contact Information</b>		
Is there an emergency contact other than the names listed above? Yes _____ No _____		
Last Name _____ First Name _____		
Telephone # _____ 2nd Telephone # _____ E-Mail Address _____		
<b>5. Certification</b>		
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: _____		
<b>Thank You.</b>		
Please submit the completed <b>Annual Rental Listing Form</b> by <u>August 15</u> to: Town of Castine, 67 Court Street, PO Box 204, Castine ME 04421		

## **BASIC SAFETY GUIDELINES FOR HOUSING**

### **APARTMENTS** (Multi-family Dwelling Unit)

- Each apartment 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, SMOKE & CO** (ref. Maine State Fire Marshall Detector Requirements dated 05/10/2018)

- Electric powered (with battery back-up) smoke detectors shall be located inside each bedroom, as well as 15-feet outside the bedroom, and on each level if applicable. Detectors are recommended near fuel burning heating systems. Smoke detectors should be replaced every 10 years.
- At least one electric powered (with battery back-up) carbon monoxide (CO) detector shall be located inside the apartment within 15-feet of the bedroom,
- Talking detectors or detectors with a flashing light shall be used in apartments occupied by an individual with a disability.

### **DETECTORS, FUEL GAS**

- Beginning January 1, 2022, an approved fuel gas detector shall be installed in every room containing an appliance fueled by propane, natural gas or LP gas in each unit of a multi-family occupancy or residential rental unit. See Title 25 MRSA, Section 2469 for complete details.

### **ELECTRICAL**

- Extension cords are not allowed, except for temporary use (i.e., cleaning, construction, etc.).
- Electrical panels shall be covered and easily accessed. All circuit breakers shall be properly sized and clearly labeled. Screw-in fuses should not be used.
- Electrical switch and receptacle boxes must have cover plates.

### **EXITS**

- In most cases, two well lit exits are required from each building, typically stair and hallway. These exits shall not be blocked or obstructed by anything including snow or personal belongings. Exit doors shall not be blocked, padlocked, or nailed shut.
- All fire escapes shall be in good condition with clear access.
- Bedroom windows shall be large enough for egress.

### **FIRE EXTINGUISHERS**

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

### **HEATING EQUIPMENT**

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

### **STORAGE/TRASH**

- Stairs and hallways shall be clear of any trash or personal belongings such as bicycles, furniture, or appliances.
- Combustible and flammable liquids and gasses are not allowed inside the building unless they are stored in UL labeled containers and lockers.
- There should be a designated area outside the apartment for accumulated trash.