



RESIDENTIAL RENTAL LICENSE APPLICATION

Town of Old Orchard Beach
1 Portland Avenue
Old Orchard Beach, ME 04064
207.937.5633

Map: _____ Block: _____ Lot: _____ Unit: _____ Zone/Overlay: _____ Initial Inspection Date: _____ Final Inspection Date: _____ Council Date: _____

Applicant Section

ALL FIELDS MUST BE FILLED

Property Owner Section

Name: _____ Date Submitted: _____
 Phone: _____ Email: _____
 Address: _____
 Rental Name: _____ (leave blank if none)
 Rental Location: _____

Name: _____
 Phone: _____ Email: _____
 Address: _____

24 Hour Emergency Contact

 Name: _____ Phone: _____
 Business type (circle one): DBA - LLC - Trust - Corporation - Partnership - Sole Proprietor

LICENSE ORDINANCE CATEGORIES	ALL FEES ARE PER YEAR	# of Units	TWO YEAR LICENSE FEE	PRORATED LICENSE FEE
<i>Rental of Property</i>				
Seasonal rental units (April 1 st through December 1 st)	\$25 per unit first 10 units plus \$7.50 per unit thereafter			
Seasonal rental units Short term (rental term less than 30 consecutive days, April 1 thru Dec 1)	\$25 per unit first 10 units, plus \$7.50 per unit thereafter			
Year Round rental units	\$25.00 per unit			
Year Round rental units: Short term (rental term less than 30 consecutive days, Jan 1 thru Dec 31)	\$25.00 per unit			
Temporary Seasonal worker housing – Owner occupied single family residence	No Fee			

Will any portion of the property be used for J-1 or H-2B housing? YES - NO
 Do you know your maximum occupancy? YES - NO IF YES, #: _____

Applicant please initial each statement:
 ___ I understand license approval is required before conducting business governed by the Old Orchard Beach license ordinance.
 ___ I understand that paying the application fees does not constitute having an approved license.
 ___ I understand that the \$500.00 non-refundable application fee covers an initial and 1 follow-up inspection, additional inspections are \$60.00 per.
 ___ I confirm there are no HOA covenants or restrictions that would prevent this license from being issued.

Applicant signature: _____ Date: _____
 Property owner signature: _____ Date: _____

Administrative fee for rental license: \$500.00

TOTAL FEE (including \$500.00 admin fee) \$ _____

Date Paid

Please see the Town of Old Orchard Beach Ordinance, Chapter 18 - BUSINESSES, for further information.

THIS PAGE MUST BE FILLED OUT IF YOUR RENTAL PROPERTY HAS 5 OR MORE UNITS

INSTRUCTIONS

- *Property Owner:* The person that owns the property where your business is located.
 - *Personal Property Account #:* Please complete the attached form from the Assessor’s Office to be issued a Personal Property number.
 - *Owner’s Mailing Address:* The mailing address where the owner of property can be reached.
 - *Location of Rental Property (Map, Block, Lot):* Will be provided by the Business License Department.
 - *Approx. Date of Purchase:* When did this property get officially purchased by its current owner.
 - *Property Type:* The type of property that your business address is.
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- 1st Inspection Date – When you submit your application and fees, the date for this inspection will be scheduled. (Someone will call you if received by mail). Once this inspection is completed you have forty-five (45) days to correct any deficiencies that might be found and then schedule your follow-up inspection within this time period.
 - Once you have completed all three pages, return all paperwork to the Code Enforcement Department with the appropriate fees.

Remember, it is your responsibility to notify any tenants of any scheduled inspection.

The inspection process must be completed and signed off by all departments and ready for Council approval within forty-five (45) day time period.

PLEASE MAKE ALL CHECKS PAYABLE TO THE TOWN OF OLD ORCHARD BEACH.

TAX PAYER LIST FOR RESIDENTIAL RENTAL PROPERTY - PERSONAL PROPERTY RECORD

Owner’s Name: _____	Personal Property Account #: _____
Owner’s Mailing Address: _____	
Location of Rental Property (MAP BLOCK LOT): _____	APPROX. Date of Purchase: _____
Property Type (please circle): SINGLE FAMILY or 2-4 FAMILY or APT. BLDG or CONDOMINIUM or COTTAGE	
Is The Rental Furnished (please circle): YES or NO	Number of BEDROOMS: _____ Number of BATHROOMS: _____