



# RESIDENTIAL RENTAL UNIT REGISTRATION

Town of Acton  
Planning & Code Enforcement  
35 H Road  
Acton, Maine 04001

Jason Sevigny  
Code Enforcement Officer  
207-636-3131 Ext. 409  
ceo@actonmail.org

**Note to Registrant:** Complete this registration and return it with the required documents to the Code Enforcement Office.

**Please Print or Type all Information**

Name of Property Owner / Operator: \_\_\_\_\_

Business Name (If Applicable): \_\_\_\_\_

E911 Property Address of the Rental Unit: \_\_\_\_\_

Town of Acton      Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_      Zoning: \_\_\_\_\_

**Zoning Ordinance Relative to Residential Rental Units (5.14.3) – Town of Acton, Maine**

**5.14.3 Residential Rental Units**

- a) Owners of rental units existing on the effective date of this amendment shall register said units within 60 days with the Town’s Code Enforcement Office. All other rental units must be registered with the Town’s Code Enforcement Office within 30 days of the date said units are first offered for rent.
- b) The property owner shall provide a valid certificate of insurance covering rental as a use.
- c) The property’s E911 address and property owner/ Operator’s telephone number shall be posted visibly to tenants.
- d) At least one (1) operational fire extinguisher shall be accessible on every floor of the building.
- e) Each rental unit shall have code-compliant egress.
- f) Smoke, carbon monoxide, and gas detectors must be installed and operational in compliance with Title 25 MRS.
- g) Maximum occupancy of each rental unit shall not exceed the recommended occupancy limit for the existing septic system on record.

**Registrant Information**

Person and address to which all correspondence regarding this registration should be sent to:

Name: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Night Time Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

(Please attach all pertinent documentation to the back of this registration, i.e., certificate of insurance)

**Rental Unit Details**

Has a valid certificate of insurance covering rental as a use been attached to this registration? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the property's E911 address and property owner / operator's telephone number posted visibly to the tenants in the rental unit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the rental unit have at least one (1) operational fire extinguisher accessible on every floor of the building? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the rental unit have operational carbon monoxide detectors in compliance with Title 25 MRS §2468? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the rental unit have operational smoke detectors in compliance with Title 25 MRS §2464? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the rental unit have operational gas detectors (if applicable) in compliance with Title 25 MRS §2469? \_\_\_\_\_ Yes \_\_\_\_\_ No

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

**To the best of my knowledge, all of the information submitted in this registration is true and correct.**

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

-----↓ To be filled out by Code Enforcement Office ↓-----

Date Registration Received \_\_\_\_\_ Jason Sevigny (C.E.O.) \_\_\_\_\_