





<b>CITY OF SANFORD LAND BANK AUTHORITY</b> www.sanfordmaine.org/housing housing@sanfordmaine.org	<b>RENTAL HOUSING LICENSE APPLICATION</b> NEW/CHANGE OF OWNERSHIP
Sanford City Hall, Code Enforcement Office 919 Main Street Sanford Maine 04073 (P) 207-608-4133	Revised 08-28-2017 <span style="float: right;">Page 2 of 2</span>

**FEE SCHEDULE**

- \$100 for a **single family** property;
- \$200 for a **two family** property;
- \$300 for a **three family** property;
- \$400 for a **four to seven unit** property;
- \$500 for an **eight plus unit** property; and
- \$100 for a **mixed use** property plus \$100 for each dwelling unit at that property up to a maximum of \$500.

**DEDUCTIONS**

- (\$100) for each owner-occupied dwelling unit

**CREDITS**

- 50% "Good Neighbor" credit available in the second year for correcting violations upon a second inspection, maintaining good-standing, and meeting license standards
- 100% "New Construction" credit available immediately for two years for rental housing newly constructed or has undergone substantial renovations impacting all aspects of the building

SECTION 5: CALCULATE LICENSE FEE		
	Total Number of Dwellings on the Property	
	Fee per Property Category (see fee schedule above)	
	Deductions for Each Owner-Occupied Dwelling Unit	
	"Good Neighbor" Credit	Available in the Second Year
	"New Construction" Credit	
	<b>TOTAL RENTAL HOUSING LICENSE FEE</b>	

SECTION 6: DISCLOSURES		YES/NO
	Is smoking allowed at this property?	
	Is cannabis cultivation allowed at this property?	
	Would you be interested in receiving disclosures to provide to your tenants to document that smoking or cannabis cultivation is prohibited at this property?	
	Can we share your contact information with our utility partners (i.e. Unitil and SanfordNET) to better serve your needs at this property?	

**RETURN APPLICATION**

By Mail to: Attention: Rental Housing License,  
Code Enforcement Office  
City Hall, 919 Main Street, Sanford, Maine 04073

**RETURN PAYMENT**

By Check: Made out to **City of Sanford**, (applications will not be accepted without payment)

**RECEIPTS**

Enclose a self-addressed stamped envelope to receive a receipt; or  
Licensed properties will be listed on the City webpage

**FOR MORE INFORMATION**

Visit [www.sanfordmaine.org/housing](http://www.sanfordmaine.org/housing)

SECTION 7: OFFICIAL USE ONLY			
	License Number		Date of First License Issued