



RENTAL REGISTRATION

Property Information	
Street Address:	Zip:
Number of Units You are Registering:	Total Number of Units at the Property:
Type of Property: <input type="checkbox"/> Condo <input type="checkbox"/> 1-3 Units <input type="checkbox"/> 4-6 Units <input type="checkbox"/> 7+ Units <input type="checkbox"/> Complex	
Is the property owner-occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the property smoke-free? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the property built before 1978? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any external fire escapes attached to the building(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Owner Information	
Name:	Purchase Date (if after 1/1/2013): / /
Type of Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____	
Street Address:	
City:	State: Zip:
Phone:	Email:
Mailing Address:	

Property Manager/Agent Information (if applicable; see reverse side)	
Company Name:	
Contact Name:	
Street Address:	
City:	State: Zip:
Phone:	Email:
Mailing Address:	

I, _____, attest that I am the owner or agent for this property. I am familiar with, and attest that I will fulfill, my obligations under the rental ordinance (CBC 9-1.3), the State Sanitary Code (105 CMR 410), the State Building Code (780 CMR), Delivery Standards (CBC 9-1.4), lead paint standards, and Fair Housing Regulations.

Signature: _____ Date: _____

See Reverse Side



Registration Information

Requirements: Under the Rental Ordinance (CBC 9-1.3), all private rental properties in the City of Boston must be registered annually. Registration is not complete until fees are paid in full. Owner-occupied properties with six or fewer units owe no fees *but still must register each year*.

Annual Deadline for Registration: July 1

Fees: \$25 per unit for the first year and \$15 per unit each year thereafter, up to a maximum of \$2,500 per building or \$5,000 per complex. Checks are payable to City of Boston. First-time registrants owe fees back to 2013, when the ordinance came into effect, or back to the year the property was purchased, if after 2013. If you owned the property on July 1 of a given year, you owe the fees for that year.

Owners Residing Outside of MA: All property owners residing outside of Massachusetts *must* designate a Boston-based property manager in addition to filling out the section on Owner Information.

Return Forms and Payment to: Housing Division, 1010 Massachusetts Ave, 5th floor, Boston, MA 02118

For More Information: Contact the Housing Division at (617) 635-5300, or visit our website <https://www.cityofboston.gov/isd/housing/rental.asp>