



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:		
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 acquired, if after 2013.

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) 635-1010, or visit our website <https://www.cityofboston.gov/isd/housing/rental.asp>