

DHCA RENTAL SURVEY INSTRUCTIONS

1. Click here: [Single Unit Rental Housing Survey \(montgomerycountymd.gov\)](https://montgomerycountymd.gov)

Welcome to the portal for completing your 2024 Rental Housing Survey for Single Units – Due April 30, 2024.

Please complete a separate survey for each single unit property you own. The survey will take approximately 10 minutes to complete and must be done in a single sitting. It cannot be saved. For each rental property, enter the license number and an email address associated with the license. A one-time passcode will be sent to the email address. Enter the code to validate ownership (code expires after 10 minutes). If you are unable to complete the survey in one sitting, you will need to re-enter the license number and an email address to validate ownership.

License Number

Proceed

2. Enter the license number associated with your property> then click “proceed.”

License Number

Proceed

3. Enter your email address associated with your property > then click Send One Time Passcode

Email Address

tj@gmail.com

Send One Time Passcode

4. Log in to the email account to retrieve the One Time Passcode.

5. Enter the passcode provided in the field > then click “Validate” to begin the survey

One Time Passcode

893571

Validate

[Re-Send One Time Passcode](#)

6. Part 1: Rental Property Information

6a. Verify that the information contained in this section is correct.

6b. Enter the number of bedrooms.

6a

Part 1: Rental Property Information

License Number 5	Structure Type Single Family
Rental Property Address 5203 AUGUSTA ST	Apt/Unit/Suite
City BETHESDA	Zip Code 20816
Year Built 1948	Number of Bedrooms. Enter '0' if an efficiency

6b

7. Part 2: Owner Information

7a. Please update any contact information that may have changed.

Part 2: Owner Information

Owner 1			If applicable, Owner 2		
First Name Amos	Last Name Golan		First Name 	Last Name 	
Owner Street Address 5203 Augusta Street	Apt/Unit/Suite 		Owner 2 Street Address 	Apt/Unit/Suite 	
City Bethesda	Zip Code 20816-2313		City 	Zip Code 	
State MD	Country US		State 	Country 	
Day Phone 999-999-9999	Evening Phone 999-999-9999	Cell Phone 999-999-9999	Day Phone 999-999-9999	Evening Phone 999-999-9999	Cell Phone 999-999-9999
Email johnst19@montgomerycountymd.gov			Email 		

8. Part 3: Survey Questions- answer questions using drop down feature or fill in text box accordingly.

Part 3: Survey Questionnaire

Initial Occupancy Date for current tenant

Lease Term Was the rental property vacant on April 1, 2024?

What was the monthly rent on April 1, 2024? What was the monthly rent on April 1, 2023?

The previous tenant moved out as a result of:

If you selected other above, explain here

If the rental property was vacant for some or all of the last 12 months, how many days was it vacant? (If none, enter '0')

Reporting period April 1, 2023 to March 31, 2024

Is the property in a Homeowners Association (HOA)/Common Ownership Community (COC)?

This field is required

Per Bill 26-22, Radon Testing and Mitigation, if you own a single-family home, or condominium, with one or multiple rental units in the basement or with ground contact, has a radon test been conducted in that/those unit(s) within the past three years?

Radon checked date

If the property is no longer rented, please answer the following questions:

Date property was last rented/Date tenant moved out If the property was sold, what was the settlement date?

- 9. Part 4: Preparer Information
 - a. Fill in information as the preparer's first and last name
 - b. Use the drop-down menu to select a title.
 - c. Enter phone number.
 - d. Enter email address.

Part 4: Preparer Information

Preparer First Name Preparer Last Name

Title Phone Number

Email Address

10. Check the box attesting that the information is true and accurate and click on "Submit".

I attest that the above information is true, correct, and complete to the best of my knowledge.

Submit