

Applying for a Rental License

1. Go to <http://montgomerycountymd.gov/DHCA/housing/licensing/index.html>

MontgomeryCountyMD.GOV
Montgomery County Government

DHCA Department of Housing and Community Affairs
Contact Us | Locations & Hours

Licensing and Registration Unit (L&R)

DHCA's Licensing and Registration Dashboard has been redesigned and now requires an AccessMCG account. If you don't have an AccessMCG account, you will need to go through the one-time process of setting up one before you can access your rental license account to pay a bill, manage your account, or apply for a new license. See step-by-step instructions on how to use AccessMCG and apply online

[How to Apply for Rental Housing License](#)
[APPLY NOW for Rental Housing License](#)
Includes Condominium, Single Family, Multifamily/Apartment and Class 3 Accessory Apartment

[How to Apply for Accessory Apartment Class 3 License](#)

[Common Ownership Communities \(COC\)](#)

- [Update Common Ownership Community Account](#)
- [How to Register Common Ownership Community \(COC\)](#)
- [Fee Schedule for Common Ownership Community \(COC\) Registration](#)

[Fees for Rental Licenses and COC Registrations](#)

[Pay Bill or Manage My Account](#)

[About Us](#)
[Location & Hours](#)
[FAQs](#)
[Forms](#)
[MC311](#)
[Contact Us](#)

2. The **How to Apply for Rental Housing License** link gives an overview of how to apply for Condominium, Single Family, Multifamily/Apartment and Class 3 Accessory Apartment rental licenses.
3. Please click on the **How to Apply for Accessory Apartment Class 3 License** for a more detailed how to for that license.
4. The **Apply NOW for Rental Housing License** takes the applicant directly to the external site.

5. You will be redirected to AccessMCG Extranet to set up an account



UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Sign in to AccessMCG Extranet

Your Email:

Password:

[Log In](#)

[Forgot Password?](#) [County Has Setup My Account](#)

[Register New User](#) [My Account](#)

accessMCG
extranet
application portal

6. If you already have an account sign in with your **email** and **password**.
7. If you need to set up an account, click on **Register New User** and follow the instructions.

Search My Business

AccessMCG Extranet Account Self Service

Read this First: If you received a temporary username and password from the County (e-g., Ex-Employee, Supplier), please click [here](#).

If you are registering for **personal, individual purpose** and not for business purpose:

Please select one of the options below that best describes your activities with the County.

| Your Role | |
|---|------------------------|
| <input checked="" type="radio"/> Individual | Individual |
| <input type="radio"/> Student | Student |
| <input type="radio"/> Volunteer | Volunteer |
| <input type="radio"/> Former County Employee | Former County Employee |

Select Individual Role

If you are registering for **business purpose**, please Search and Select Your Business/Company

| | | |
|---------------------------------------|--------------------------------------|---|
| Business/Company to search | <input type="text"/> | <small>* Min 3 letters of the business name</small> |
| <input type="button" value="Search"/> | <input type="button" value="Clear"/> | <input type="button" value="Cancel"/> |

Let Me Enter Company Details

8. Select **Individual**.
9. Click on "**Select Individual Role**".

10. Fill in the required information to set up your account.

New User Registration

AccessMCG Extranet Account Self Service

To register a new account, please complete the following form.

Your password must conform to specific requirements:If you must write down the password, be sure to keep it in a safe place. [Show Me Password Rules](#)

Registering with County for a Business Reason? [Please Read!](#)

| | | |
|------------------|--------------------------|---|
| Email Address | <input type="text"/> | * This will be your login id. |
| First name | <input type="text"/> | * |
| Last name | <input type="text"/> | * |
| Telephone Number | <input type="text"/> | * |
| Business/Company | County Individual | * |
| Department | <input type="text"/> | |
| Job Title | <input type="text"/> | |
| Street Address | <input type="text"/> | * |
| City | <input type="text"/> | * |
| State | <input type="text"/> | * |
| Zip Code | <input type="text"/> | * |
| New Password | <input type="password"/> | * Please check Password Rules above to make sure your password meets the requirements |
| Confirm Password | <input type="password"/> | |

* Required field

[Create](#)[Clear](#)[Restart](#)[Cancel](#)

11. After signing in you will see the Licensing and Registration homepage.


AccessMCG Extranet Portal
For Secured County Applications

Home Activity Calendar County Links » Logout

All Apps DLC Apps Featured HR Apps MCG Apps

DHCA Licensing and Registration

Posted in All Apps



Single family, condominium and accessory apartment property owners in Montgomery County are required to obtain a rental housing license prior to offering the property for rent.

In addition, Homeowner Associations, Condominium Associations and Co-op Communities, also known as Common Ownership Communities (COC) are required to register with Montgomery County.

The DHCA Licensing and Registration internet application allows you to:

- Apply for new Rental Housing License
- Register Common Ownership Community (COC)
- Pay Fees for Rental Housing License or Common Ownership Community (COC) Registration
- Update license status when property is no longer rented or sold
- Update contact information for owner, Legal Agent, Management Company or Board Member
- Submit supporting application documents

[Go to DHCA Licensing and Registration](#)

Find an App

Search

Most Visited Apps

- Employment 192120
- Learning Services 64008
- AccessMCG Self-Service 19711

Activity Calendar

< >

Friday, 14th October

7:00 pm: ERP Weekly Backup

Friday, 21st October

7:00 pm: ERP Weekly Backup

Friday, 28th October

12. Click on the blue “**Go to DHCA Licensing and Registration**” button.

13. You will be taken to the application for rental housing licenses.

The screenshot shows the Montgomery County MD Government website. The header includes the county seal, the text "MontgomeryCountyMD.GOV", and "Montgomery County Government". There is a search bar and a profile picture of the County Executive, Ike Leggett. The navigation menu includes links for DHCA, Services, Residents, Business, Government, County Executive, and County Council. The main content area is titled "DHCA Licensing and Registration" and features a blue button labeled "Apply for Rental License". A blue arrow points to this button. Below the button, there is a contact information line: "For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311". The footer contains four columns of links: eSubscription (with an email address field and a "Subscribe" button), Stay Informed (with links to Awards, County Cable Montgomery, County Calendar, Social Media Directory, Social Media Hub, and Shortcuts), Policies (with links to Privacy Policy, User Rights, Accessibility, Language Translations, Social Media, and County Code), and Translation (with a "Select Language" dropdown and "Powered by Google Translate"). The copyright notice at the bottom reads "Copyright 2015. Montgomery County Government All Rights Reserved."

14. Click on the blue “**Apply for Rental License**” button.

15. Select the **Property Structure Type** from the drop down box.

MontgomeryCountyMD.GOV
Montgomery County Government

DHCA ▾ Services ▾ Residents ▾ Business ▾ Government ▾ County Executive ▾ County Council ▾

County Executive
Ike Leggett

DHCA Licensing and Registration

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

STEP1: PROPERTY INFORMATION STEP2: CONTACTS STEP4: APPLICATION FEE

- Accessory Apartment Class 3 - Existing Detached
- Accessory Apartment Class 3 - Existing Interior
- Accessory Apartment Class 3 - New Addition
- Accessory Apartment Class 3 - New Detached
- Accessory Apartment Class 3 - New Interior
- Back to Back - Single Family with Shared Back Wall
- Condominium in Garden Style Property
- Condominium in Highrise Building
- Condominium in Piggyback Townhouse
- Duplex - Single Family with 2 floors or units
- Garden Apartment - Multifamily with 1-4 stories
- Highrise - Multifamily with 9+ stories
- Midrise - Multifamily with 5-8 stories
- Mixed Structure Types
- Moderately Priced Dwelling Unit
- Quadraplex - Single Family with 4 floors or units
- Single Family
- Townhouse Single Family

NEXT

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

16. Click on the orange **NEXT** button.

17. Fill out the requested information about the property.

Submit your rental license application by filling out the below form.

Select your Property Structure Type:Single Family

STEP1: PROPERTY INFORMATION

STEP2: CONTACTS

STEP3: DOCUMENTS

STEP4: APPLICATION FEE

StreetAddress

Complete Street Address

Apt or Unit or Suite

Apt or Unit or Suite #

City

Zip Code

Rental Start Date

Rent Amount (\$)

Enter just the Amount greater than Zero and without any special characters

Year Built

Enter just the Year in YYYY format

Number of Adult Occupants

Enter number between 1-5

Number of Kitchens

Enter number between 1-5

Number of Bedrooms

Enter number greater than Zero

Number of Basement Bedrooms

Enter number between 0-5

Is Tenant related to Owner?

☐ Yes

☐ No

Is this a New Owner/Transfer of Existing License?

☐ Yes

☐ No

\$5 Transfer Fee for New Owners assuming Licensed Property

☐ I affirm that I am current on my homeowners or condominium dues and fees

NEXT

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

18. If the property is **relative occupied**, please indicate the relationship to owner.

| | |
|---|---|
| Number of Basement Bedrooms | <input type="text" value="0"/> |
| Is Tenant related to Owner? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Relationship | <input type="text"/> |
| Is this a New Owner/Transfer of Existing License? | <input type="radio"/> Yes <input checked="" type="radio"/> No \$5 Transfer Fee for New Owners assuming Licensed Property |
| <input type="checkbox"/> I affirm that I am current on my homeowners or condominium dues and fees | |



19. Click the orange **NEXT** button.

20. Select the type of **ownership** for the property.

DHCA Licensing and Registration

Logout

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

Single Family

STEP1: PROPERTY INFORMATION

STEP2: CONTACTS

STEP3: DOCUMENTS

STEP4: APPLICATION FEE

Ownership Information:

☒ Sole Ownership ☐ Trust ☐ Partnership/LLC ☐ Corporation

Agent/Management Information: ☐ Administrative Agent ☐ Management

21. Fill in the requested information.

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

| STEP1: PROPERTY INFORMATION | STEP2: CONTACTS | STEP3: DOCUMENTS | STEP4: APPLICATION FEE |
|-----------------------------|-----------------|------------------|------------------------|
|-----------------------------|-----------------|------------------|------------------------|

Ownership Information: ☒ Sole Ownership ☐ Trust ☐ Partnership/LLC ☐ Corporation

Sole Ownership Information

| | | | |
|--------------|----------------------|----------------|---|
| FirstName | <input type="text"/> | AddressType | <input type="text"/> |
| MiddleName | <input type="text"/> | Street Address | <input type="text"/> |
| LastName | <input type="text"/> | AddressLine2 | <input type="text" value="Apt/Unit/Suite"/> |
| WorkPhone | <input type="text"/> | City | <input type="text"/> |
| HomePhone | <input type="text"/> | State | <input type="text"/> |
| CellPhone | <input type="text"/> | ZipCode | <input type="text"/> |
| EmailAddress | <input type="text"/> | Country | <input type="text" value="United States"/> |

Agent/Management Information: ☐ Administrative Agent ☐ Management

PREVIOUS NEXT

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

22. Please be sure to include all available information. Your application will be processed faster if we have all the information we need.

23. If you live outside of Maryland or are using a PO Box, you will be required to assign a Legal Agent.

Legal Agent Information

(Required - If Owner does not live in the State of Maryland or using a PO Box)

| | | | |
|--------------|----------------------|----------------|---|
| Company Name | <input type="text"/> | AddressType | <input type="text"/> |
| FirstName | <input type="text"/> | Street Address | <input type="text"/> |
| MiddleName | <input type="text"/> | AddressLine2 | <input type="text" value="Apt/Unit/Suite"/> |
| LastName | <input type="text"/> | City | <input type="text"/> |
| WorkPhone | <input type="text"/> | State | <input type="text" value="Maryland"/> |
| HomePhone | <input type="text"/> | ZipCode | <input type="text"/> |
| CellPhone | <input type="text"/> | Country | <input type="text"/> |
| EmailAddress | <input type="text"/> | | |

PREVIOUS

NEXT

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

24. Your property will not be licensed if you live outside Maryland and do not assign a Legal Agent.

25. If you are assigning an **Administrative Agent and/or Management** company, choose the appropriate button and fill out the requested information.

| | |
|--|---|
| Agent/Management Information: <input checked="" type="radio"/> Administrative Agent <input type="radio"/> Management | |
| <u>Administrative Agent Information</u> | |
| Administrative Agent Company Name | <input type="text"/> |
| FirstName | <input type="text"/> |
| MiddleName | <input type="text"/> |
| LastName | <input type="text"/> |
| WorkPhone | <input type="text"/> |
| HomePhone | <input type="text"/> |
| CellPhone | <input type="text"/> |
| EmailAddress | <input type="text"/> |
| AddressType | <input type="text" value="▼"/> |
| Street Address | <input type="text"/> |
| AddressLine2 | <input type="text" value="Apt/Unit/Suite"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| ZipCode | <input type="text"/> |
| Country | <input type="text"/> |

26. Click the orange **NEXT** button.

27. If your property is **built before January 1978** you will need to provide your MDE tracking number and Lead Inspection certificate number.

DHCA Licensing and Registration

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

| STEP1: PROPERTY INFORMATION | STEP2: CONTACTS | STEP3: DOCUMENTS | STEP4: APPLICATION FEE |
|-----------------------------|-----------------|------------------|------------------------|
|-----------------------------|-----------------|------------------|------------------------|

Maryland Department of Environment

Maryland State law requires all owners renting residential properties to register the rental property with MDE. If the property was built before January 1, 1978, it is required to be tested for lead poisoning. [Statutory requirements of Article 24, Political Subdivisions, 19-103]

Is the property built before January 1, 1978? ☒ Yes ☐ No

What is the Year Built of the Property?

Is the property registered with MDE? ☐ Yes ☐ No

What is the MDE Tracking Number?

Is the registration current? ☐ Yes ☐ No

What is the Lead Inspection Certificate Number?

Supporting Documents

Upload (Pdf or Word documents ONLY)

| | | |
|------------|--|--|
| Document 1 | <input type="text"/> <input type="button" value="browse"/> | <input type="text" value="Short Description"/> |
| Document 2 | <input type="text"/> <input type="button" value="browse"/> | <input type="text" value="Short Description"/> |
| Document 3 | <input type="text"/> <input type="button" value="browse"/> | <input type="text" value="Short Description"/> |

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

28. If your property is **not** registered with MDE, the system will provide you with the phone number to register.

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

| | | | |
|-----------------------------|-----------------|------------------|------------------------|
| STEP1: PROPERTY INFORMATION | STEP2: CONTACTS | STEP3: DOCUMENTS | STEP4: APPLICATION FEE |
|-----------------------------|-----------------|------------------|------------------------|

Maryland Department of Environment

Maryland State law requires all owners renting residential properties to register the rental property with MDE. If the property was built before January 1, 1978, it is required to be tested for lead poisoning. [Statutory requirements of Article 24, Political Subdivisions, 19-103]

Is the property built before January 1, 1978? ☒ Yes ☐ No

What is the Year Built of the Property?

Is the property registered with MDE? ☐ Yes ☒ No

Contact MDE 1-800-633-6101 to register.

29. If you have your Lead Inspection certificate you can upload it to your account.

Supporting Documents

Upload (Pdf or Word documents ONLY)

| | | |
|------------|-----------------------------|-------------------|
| Document 1 | <input type="text"/> browse | Short Description |
| Document 2 | <input type="text"/> browse | Short Description |
| Document 3 | <input type="text"/> browse | Short Description |

PREVIOUS NEXT

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

- a. Click on Browse
- b. Go to where the file is located on your computer
- c. Click Open
- d. Provide a short description of the document

30. Click the orange **NEXT**.

31. There are three ways to pay your license fee. Select your payment method. The amount due will automatically populate.

a. Pay via Electronic Check

DHCA Licensing and Registration

Logout

Submit your rental license application by filling out the below form.

Select your Property Structure Type: Single Family

| | | | |
|-----------------------------|-----------------|------------------|------------------------|
| STEP1: PROPERTY INFORMATION | STEP2: CONTACTS | STEP3: DOCUMENTS | STEP4: APPLICATION FEE |
|-----------------------------|-----------------|------------------|------------------------|

Select a payment method: ☒ Pay via Electronic Check ☐ Pay via Mail-In Payment ☐ Pay via Credit Card

Online Payment Agreement:

By completing and submitting the information below, I hereby authorize Montgomery County Government (MCG) to initiate debits from the identified bank, savings and loan, or credit union checking account for the payment of the selected DHCA licensing/registration fee(s). I understand that this is a one-time agreement applicable only to this specific transaction. I further understand that MCG reserves the right to limit participation to payors whose accounts are in good standing.

Application Fee: \$101

PaymentDate 10/18/2016

Account Holder Name

Bank Name, State

Bank Routing Number

Bank Routing Number

Bank Account Number

Bank Account Number

Email

PREVIOUS FINISH

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311



b. Pay via Mail-In Payment

DHCA Licensing and Registration

Logout

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

| STEP1: PROPERTY INFORMATION | STEP2: CONTACTS | STEP3: DOCUMENTS | STEP4: APPLICATION FEE |
|-----------------------------|-----------------|------------------|------------------------|
|-----------------------------|-----------------|------------------|------------------------|

Select a payment method: ☐ Pay via Electronic Check ☒ Pay via Mail-In Payment ☐ Pay via Credit Card

Mail-In Payment:

You can mail your payment to our bank lockbox at the following address.
Please be sure to write your license/registration number on your check. If paying for multiple properties, please include payment coupon(s) with your check (or print this page and include it with your check).

Licensing and Registration Unit
P.O. Box 9463
Gaithersburg, MD 20898

Your amount due is: \$101

The addresses for which payment is being made on is: 1401 ROCKVILLE PIKE undefined, ROCKVILLE MD - 20852

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

- c. Please make sure that your license number is on the check before you mail it. If the license number is not on the check it takes longer to process and license your property.
- d. Please mail the check to the above address **NOT** our office.

e. Pay via Credit Card

DHCA Licensing and Registration

Logout

Submit your rental license application by filling out the below form.

Select your Property Structure Type:

| STEP1: PROPERTY INFORMATION | STEP2: CONTACTS | STEP3: DOCUMENTS | STEP4: APPLICATION FEE |
|--|-----------------|------------------|------------------------|
| <p>Select a payment method: <input type="radio"/> Pay via Electronic Check <input type="radio"/> Pay via Mail-In Payment <input checked="" type="radio"/> Pay via Credit Card</p> <p>Online Payment Agreement:</p> <p>DHCA's secure online credit card payment system enables residential rental license holders to pay their annual rental license fees by credit card and currently accepts payment by Mastercard, Discover, Visa, and American Express. License fees vary by license type and number of rental units covered by the license. The fee for a license and amount due is displayed to users when they log into DHCA's LR Dashboard.</p> <p>Refunds are only issued in the event of duplicate payments.</p> <p>Upon completion of your payment submission, you will receive on screen and email confirmation of your payment. Your payment will be processed within 2-3 business days. After processing, you may print your license using DHCA's LR Dashboard. Residential rental licenses are valid for one fiscal year (July 1 to June 30 each year).</p> <p>Total Payment Due: \$101</p> <p>Email Address: <input type="text" value="Email address for receipt"/></p> <p>Note: By clicking on Finish button you application will be submitted and the page will be redirected to Credit Card Payment screen.</p> <div><input type="button" value="PREVIOUS"/> <input type="button" value="FINISH"/></div> | | | |

For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

32. Click on the orange **FINISH**.

33. You will receive a confirmation email that your application and payment has been submitted.

If you need any assistance please don't hesitate to call us at: **240.777.0311!!**