



**Montgomery County Department of Housing and Community Affairs
Licensing and Registration Unit**

1401 Rockville Pike, 4th Floor, Rockville, Maryland 20852

www.montgomerycountymd.gov/dhca • 240-777-0311 • FAX 240-777-3699 • TTD 240-777-3679

**LEGAL AGENT
UPDATE FORM**

RENTAL PROPERTY: _____ **Today's Date** _____

CONTACT INFORMATION

Legal Agent

County law requires all owners to assign a Legal Agent to receive legal service of process if the owner does not live in the State of Maryland or if the owner is using a PO Box. The legal agent must live within the State of Maryland.

Please Note:

- ❖ The Legal Agent cannot be your tenant (This can be a family member, friend, realtor, etc).
- ❖ The Legal Agent's must indicate MARYLAND address.
- ❖ The Legal Agent **MUST** sign below to accept responsibility as legal agent.
- ❖ A Legal Agent is NOT responsible for the property or any fees.
- ❖ Owner cannot sign in place of Legal Agent.

☒ Owner designates the below named Maryland resident as Legal Agent

Dr.
Mr.
Mrs.
Ms.

Legal Agent's Name (Print or Type clearly above)

Daytime Number

Legal Agent's Street Address

Evening Number

Fax Number

City

Maryland

Zip

Cellular Number

Email Address

I understand and accept responsibility as Legal Agent for service of legal process:

X

Legal Agent's Signature (required)

Date

Send to:

Department of Housing and Community Affairs, Licensing and Registration Unit
1401 Rockville Pike, 4th Floor, Rockville, Maryland 20852

Fax to: 240-777-3699