


Department of Housing and Community Affairs



Short Term Rental Application

Short Term Rental Guide

<https://www.montgomerycountymd.gov/dhca/housing/licensing/short-term-rental-application.html>



Department of Housing and Community Affairs

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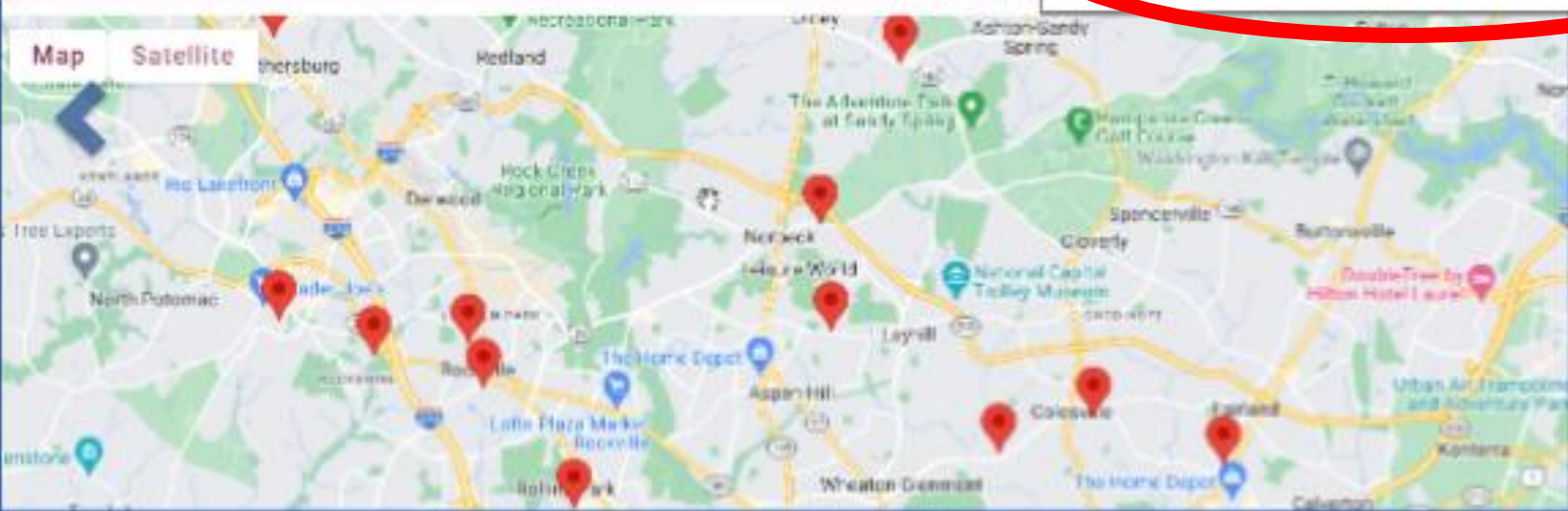
Short Term Rental FAQ

Short Term Rental Process Guide



Rental Marketplace

Department of Housing and Community Affairs



DHCA Rental Marketplace

Find Rental Housing in Montgomery County, Maryland.

Use our Rental Marketplace feature. More information on one-bedroom, two-bedroom, and three-bedroom rentals.

Short Term Rental Guide

<https://www.montgomerycountymd.gov/dhca/housing/licensing/short-term-rental-application.html>

2 Apply for Montgomery County's Short-Term Rental and Room Rental-Transient Tax

Montgomery County Department of Finance [Apply for the Transient Tax](#) online.

Homeowners: If you rent your home, or part of your home, for periods of 30 days or fewer, you are required to pay the County's Room Rental Transient Tax (also known as the Hotel Tax). The Room Rental Transient Tax requirement pertains to each instance that you rent your home, or part of your home, for 30 days or less. For rentals that are longer than 30 days there is no Room Rental Transient Tax due—these rentals must be to the same person or people for more than 30 consecutive days.

If you use an online broker such as, HomeAway, VRBO (Vacation Rental By Owner), FlipKey, Hometogo, Homelidays, VacationRentals, Airbnb, Craigslist, etc., you are still responsible for paying the tax. However, if your online broker pays the tax on your behalf you may provide the County proof that the online broker is submitting the tax directly to the County on your behalf.

3 Additional Requirements for **Bed and Breakfast Rentals Only**

[Apply for a permit of occupancy](#). If you are serving hot food, obtain a [Food Service Facility License](#).

4 Apply for Montgomery County DHCA Short-Term Rental License

Apply for or Renew your rental license online, with the [short-term rental license application](#).

If you would like to submit a service request related to short-term residential rental licensing, you may contact MC311 at 240-777-0311 or online at [MC311 Answering to You](#) - Montgomery County, MD (montgomerycountymd.gov)

How to Apply?

Head on over to the application site located on our Short Term Rental guide

Welcome to the Montgomery County's short-term residential license registration and renewal system.

New: The Department of Housing and Community Affairs (DHCA) administers the Bed and Breakfast and Short-Term Residential Rental Program. DHCA is charged with ensuring compliance with and enforcing [Montgomery County Code, Chapter 54, Article III, Bed and Breakfast and Short-Term Residential Rental](#) which requires that the operation of a bed and breakfast and a short-term residential rental be licensed.

To obtain further assistance, please visit the [Short-Term Residential and B&B Rental Program](#), contact [MC311 Answering to You - Montgomery County, MD \(montgomerycountymd.gov\)](#), and indicate if you have a licensing or code inspection request or complaint.

Register a new short-term residential license

Renew an existing short-term residential license

Register a new bed and breakfast license

Renew an existing bed and breakfast license

How to Apply?

Ensure that you have your Sales and Use Tax ID number ready.

What is your Maryland Sales and Use Tax ID Number?

This ID number must be 8 digits. If you do not know your ID number or need to obtain a tax ID number, please visit the State Application [\(linked here\)](#).

Required

BACK

NEXT

press **Enter**

What is your role in renting the property?

I am the Owner

I am an Owner Authorized Resident

BACK

Is this your primary residence?

Yes

No

BACK

How to Apply?

Proof of residency. You will need to upload one of these documents later.

To proceed you will need the following documents. Please confirm that you have them on hand.

Proof of Owner's Primary Residency: Please confirm that you have one of the following documents at hand.

☐ Current Maryland driver's license or ID

☐ Recent tax return

☐ W-2 from the most recent year

☐ Recent utility bill

BACK

NEXT press Enter

How many kitchens in the residence/property?

Required

BACK

NEXT press Enter

How to Apply?

Use the link (Montgomery County, Maryland tax assessor) to look up property account number

What is the account number of the property you are registering?

You can look up your account number on the [Montgomery County, Maryland tax assessor](#) website.

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NEXT press Enter

Real Property Data Search ()

Guide to searching the database 

THE TERMS OF USE for the SDAT website prohibit any form of automatic or robotic data collection, extraction or copying, such as data mining or web scraping. Violation of any Term of Use immediately terminates the user's license or permission to access and/or use SDAT's website. See full statement of the TERMS OF USE at <http://dat.maryland.gov/about/Pages/Website-Usage-Statements.aspx>.

If you experience difficulties using this system try either Internet Explorer, Chrome or Firefox to complete a successful data search.

Select the county in which to search:

-Select one- ▼

Select the search method to proceed:

-Select one- ▼

The Real Property Search Page may be unavailable before 7:00 AM for maintenance. Please plan accordingly.

Continue ➡

How to Apply?

Looking up your property on Sdat.

Search Result for MONTGOMERY COUNTY

 New Search  Previous

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Number:

District - 04 Account Identifier - 02522440

Owner Name:

ROCKVILLE MD I SGF LLC

Use:

COMMERCIAL

Principal Residence:

NO

Mailing Address:

1 NORTH WACKER DRIVE
SUITE 4025
CHICAGO IL 60606-

Deed Reference:

/58657/ 00255

Premises Address:

1401 ROCKVILLE PIK
ROCKVILLE 20852-0000

Location & Structure Information

Legal Description:

WOODMONT PLACE
CERTIFICATES OF AMEND

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	15427
GR51	0000	N848	30004.16	0269			P2	2024	Plat Ref:	

Town: ROCKVILLE

Primary Structure Built

1986

Above Grade Living Area

197,811 SF

Finished Basement Area

Property Land Area

103,505 SF

County Use

600

This is your property account number



How to Apply?

Rental property information

What is the rental property's street address? (Don't include the unit number.)

Street Address

Required

BACK

NEXT press Enter

Does the rental property you are registering have a unit number?

Yes

No

BACK

What is the unit number?

Unit*

Required

BACK

NEXT press Enter

How to Apply?

Applicant Information. Your primary address should be the rental address.

What is your first and last name?

What is your mailing address?

Mailing address should be the same as the rental address.

Address Line 1 *

Address Line 2

City *

State *

Zip *

Country *

United States

BACK

NEXT

press Enter

How to Apply?

Contact Information

What is your phone number?

BACK

NEXT press Enter

What is your email address?

BACK

NEXT press Enter

Please confirm or update the 24/7 emergency contact name

Required

The emergency contact should not be the primary resident and should reside within a 15 mile of the property.

BACK

NEXT press Enter

How to Apply?

Emergency contact

Please confirm or update the 24/7 emergency contact phone number.

BACK

NEXT

press Enter

Please provide the 24/7 emergency contact email address.

Required

BACK

NEXT

press Enter

Please confirm or update the emergency contact mailing address for this property.

Address Line 1 *

Document(s) of Owner's Primary Residency required

Current Maryland driver's license or ID

(We will accept: minimum of 1 PDF, PNG, JPG, JPEG, GIF, TIFF)



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NEXT

press Enter

How to Apply?

Please ensure that you will follow all the rules listed below,

Certification

Please check all boxes below certifying the following statements are adhered to.

- ☐ Short-term residential rental is located complies with all applicable zoning standards under Chapter 59 of this Code
- ☐ The total number of overnight guests in the short-term residential rental who are 18 years or older is limited to 6, and the total number of overnight guests over 18 years of age per bedroom is limited to 2
- ☐ Only habitable rooms will be used by guests
- ☐ Smoke detectors in all units and carbon monoxide detectors in all units using natural gas, sanitation facilities, operate as designed
- ☐ The applicant has not been found guilty of a violation of this Chapter in the past 36 months
- ☐ All local taxes and required fees are paid in full
- ☐ The dwelling unit where the bed and breakfast or short-term residential rental is located is the primary residence of the applicant and the applicant is the owner or owner-authorized resident of the facility
- ☐ The applicant has posted rules and regulations inside the rental, including contact information for a representative designated for emergency purposes
- ☐ The designated representative resides within 15 miles of the unit and is accessible for the entirety of any contract where the primary resident is not present
- ☐ A record of all overnight visitors will be maintained and readily available for inspection

How to Apply?

Second half

- ☐ Where applicable, the following parties were notified: in a single-unit or attached unit, abutting and confronting neighbors; in a multi-unit building, neighbors living across the hall and those that share a ceiling, floor, and walls with the applicant's unit; the municipality in which the residence is located; any applicable homeowner's association, condominium, housing cooperative; and the owner of the unit or the owner's rental agent, if the applicant is not the owner
- ☐ The application is not prohibited by any homeowner's association or condominium document, or a rental lease
- ☐ The common ownership community fees for the dwelling unit are no more than 30 days past due
- ☐ Except for persons visiting the primary resident, only registered guests will be allowed on the property
- ☐ Any on-line rental listing will include the short-term residential rental license number
- ☐ Sanitation facilities operate as designed
- ☐ The short-term rental is not an Accessory Dwelling Unit (ADU) or Farm-Tenant Dwelling. An ADU is a second dwelling unit that is part of a detached home or in a separate accessory structure on the same lot that includes facilities for cooking, eating, sanitation and sleeping. [Click here for more information about ADUs.](#)

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press Enter

How to Apply?

The application is Non-Refundable so make sure all your information is correct!

Any missing/incorrect information will lead to a delayed or denied application.

Application Fee

☐ I understand that the application fee for the short-term residential license registration is non-refundable.

Please note that the \$325 short-term residential application fee is non-refundable. When you are redirected to our secure online payment form, you have the option to pay by credit card or by echeck/ACH. If you choose to pay by credit card, a non-refundable credit card service fee of 2.3% will be added to your payment by our credit card processor. If you choose to pay by echeck/ACH using your bank routing and account number, a service fee will not be charged.

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press Enter

Please confirm this information. Press the pencil icon to fix mistakes.

How to Apply?

Final Signature

By submitting my electronic signature, I affirm under penalty of perjury that the statements made and information provided in this application are true to the best of my knowledge, information, and belief. I acknowledge that providing false, inaccurate, or misleading information is grounds for the denial or revocation of this license. I certify that I am the owner or authorized representative of this property. I acknowledge that my electronic signature is legally binding.

To sign, draw your signature in the space below while holding down your left mouse button, or use your finger on a touchscreen.

Legal name of Authorized Signatory *



✕ CLEAR SIGNATURE

BACK

NEXT

press Enter


Please click the 'Proceed with Payment' button to proceed to Montgomery County's Payment Provider Website

Please note that the \$325 short-term residential application fee is non-refundable. When you are redirected to our secure online payment form, you have the option to pay by credit card or by echeck/ACH. If you choose to pay by credit card, a non-refundable credit card service fee of 2.3% will be added to your payment by our credit card processor. If you choose to pay by echeck/ACH using your bank routing and account number, a service fee will not be charged.

BACK

PROCEED WITH PAYMENT

press Enter



Montgomery County
Maryland

Provided by Elavon

How would you like to pay?





☐ Pay as Guest

Optionally, create an account below

☐ Log in


Pay faster with your Xpress-pay account

Select a payment method:



Amount:	\$325.00
Site fee:	\$7.47
Total:	\$332.47

Select



Site fee:	\$0.00
Total:	\$325.00

Select

Card number

*

Expiration date

*

CVV#

*

Full name on account used to pay *

*

Street address

*

Zip or Postal Code

*

Email (for your receipt)

*

Phone

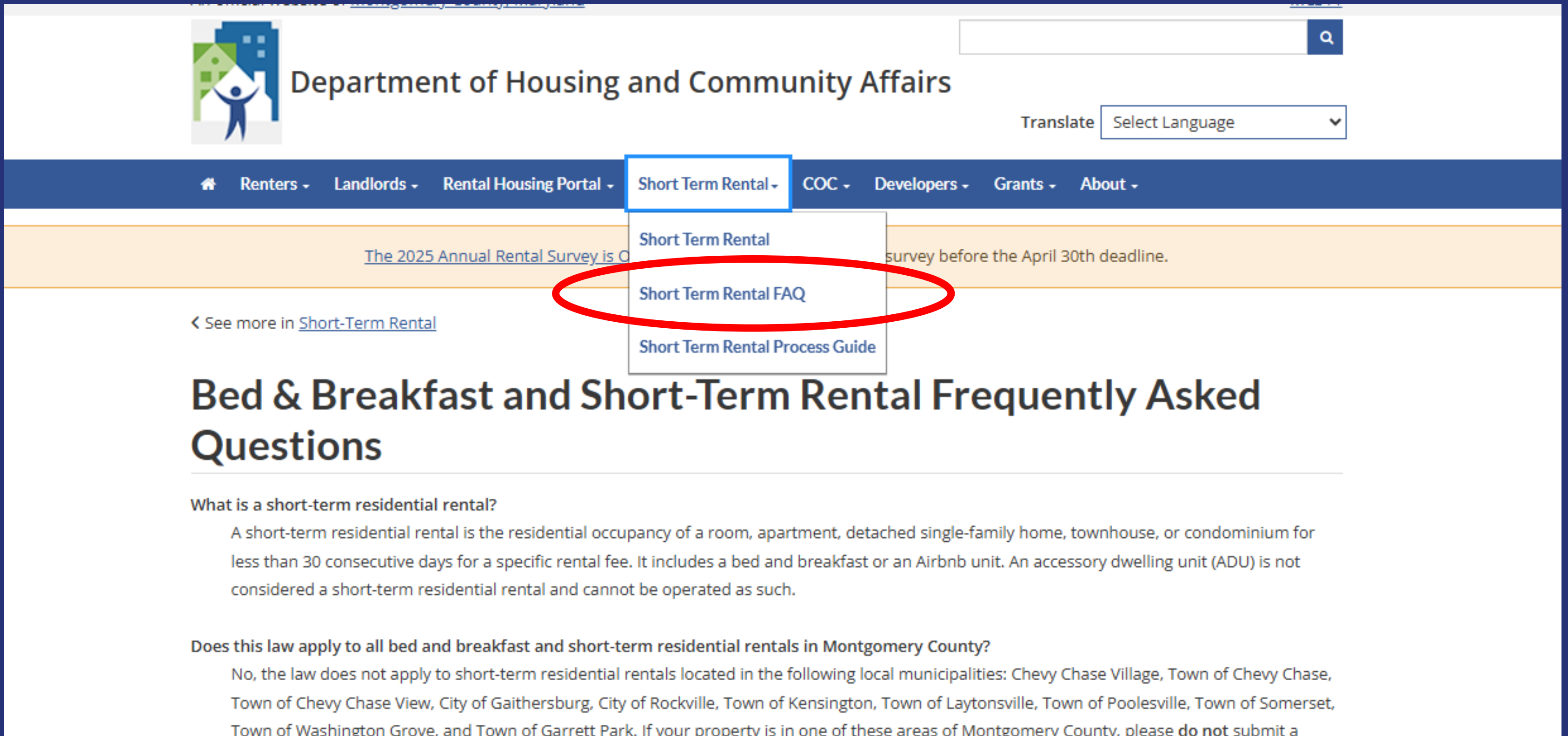
☐ I acknowledge and accept the Terms & Conditions below

☐ Remember me with an Xpress-pay account

Powered by Xpress-pay

Short term rental application questions

<https://www.montgomerycountymd.gov/dhca/housing/licensing/short-term-rental-FAQ.html>



The screenshot shows the website of the Department of Housing and Community Affairs. The header includes the department's logo, name, a search bar, and a language selection dropdown. The navigation menu highlights 'Short Term Rental', which has a dropdown menu open. The dropdown menu contains three items: 'Short Term Rental', 'Short Term Rental FAQ' (which is circled in red), and 'Short Term Rental Process Guide'. Below the navigation menu, there is a banner for the '2025 Annual Rental Survey' with a deadline of April 30th. The main heading of the page is 'Bed & Breakfast and Short-Term Rental Frequently Asked Questions'. The first question is 'What is a short-term residential rental?' with a detailed answer. The second question is 'Does this law apply to all bed and breakfast and short-term residential rentals in Montgomery County?' with a detailed answer.

Department of Housing and Community Affairs

Translate Select Language

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The 2025 Annual Rental Survey is Open. Please complete your survey before the April 30th deadline.

< See more in [Short-Term Rental](#)

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Bed & Breakfast and Short-Term Rental Frequently Asked Questions

What is a short-term residential rental?

A short-term residential rental is the residential occupancy of a room, apartment, detached single-family home, townhouse, or condominium for less than 30 consecutive days for a specific rental fee. It includes a bed and breakfast or an Airbnb unit. An accessory dwelling unit (ADU) is not considered a short-term residential rental and cannot be operated as such.

Does this law apply to all bed and breakfast and short-term residential rentals in Montgomery County?

No, the law does not apply to short-term residential rentals located in the following local municipalities: Chevy Chase Village, Town of Chevy Chase, Town of Chevy Chase View, City of Gaithersburg, City of Rockville, Town of Kensington, Town of Laytonsville, Town of Poolesville, Town of Somerset, Town of Washington Grove, and Town of Garrett Park. If your property is in one of these areas of Montgomery County, please **do not** submit a

CONTACT US

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<https://www.montgomerycountymd.gov/dhca/housing/licensing/short-term-rental.html>