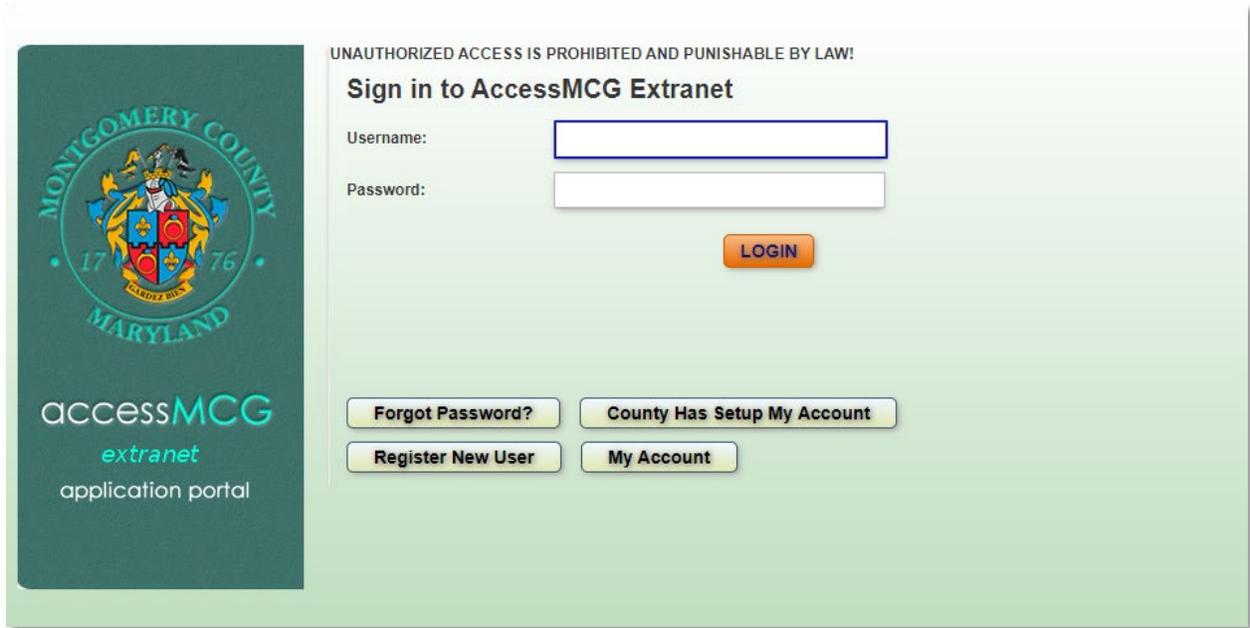




CORRECTIVE ACTION PLAN – DOCUMENT UPLOAD INSTRUCTIONS

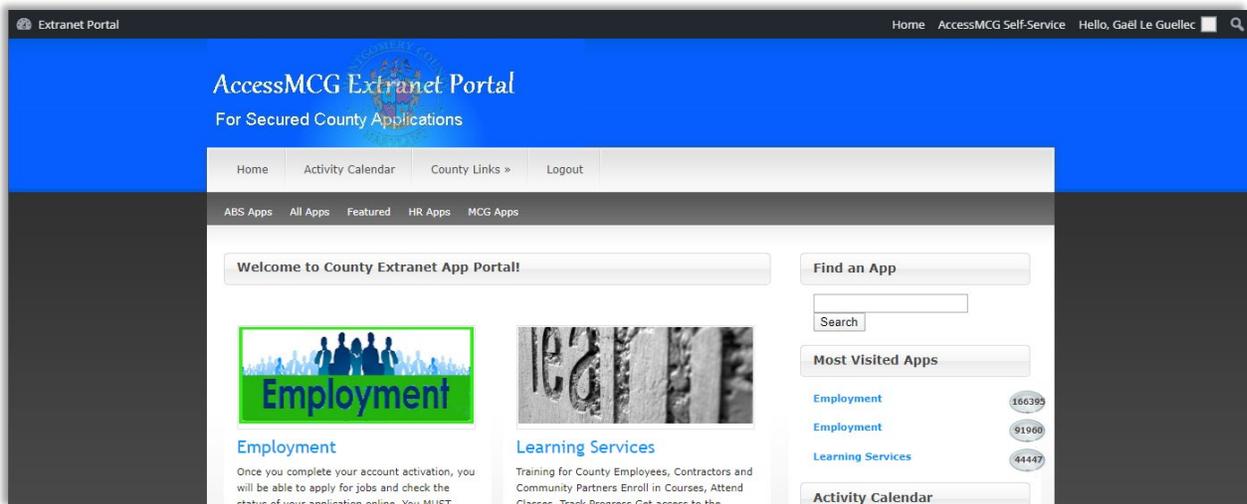
All requested documents should be uploaded to DHCA’s Licensing and Registration extranet site accessible at <https://ex01.montgomerycountymd.gov/extranetportal> :

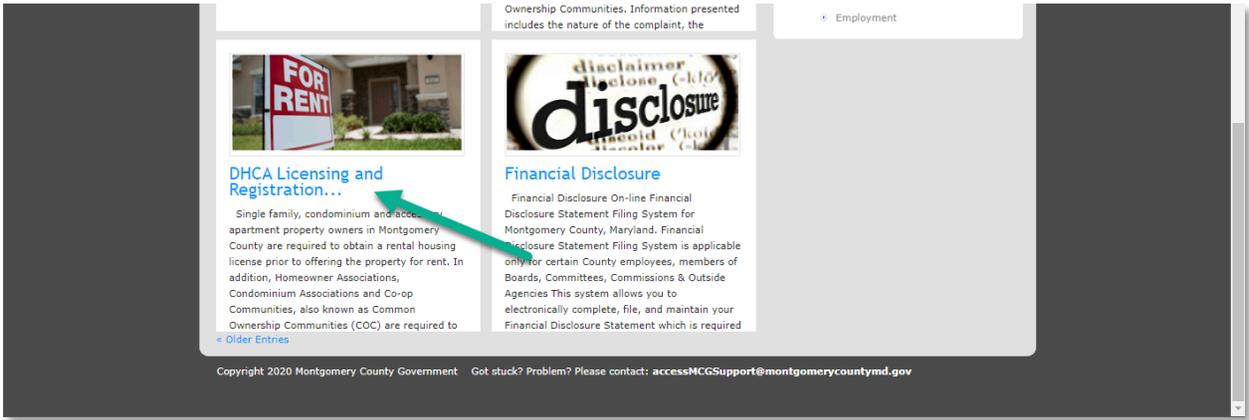


The credentials are the same as those used to access the Licensing site to pay fees and submit the Annual Rent Rate survey.

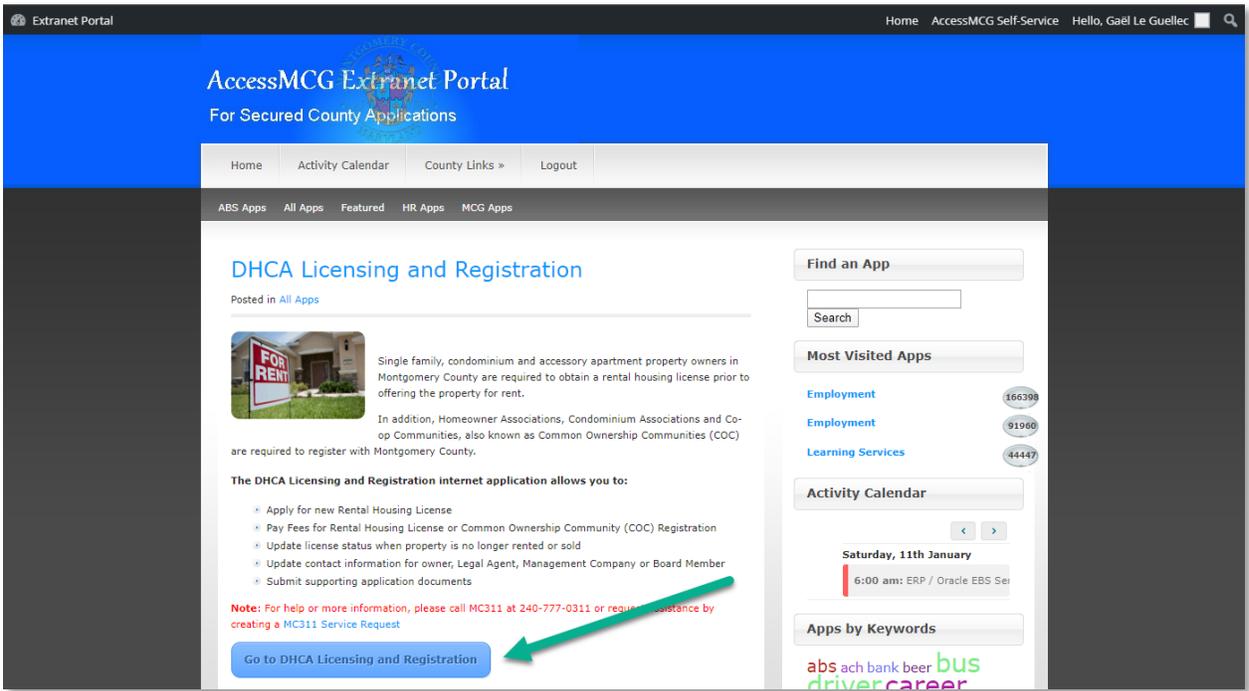
Once successfully logged in the Extranet portal:

1. Select 'DHCA Licensing and Registration...' from the available applications.





2. Select 'Go to DHCA Licensing and Registration'.



3. Once in the Licensing and Registration application, if your credentials are associated with more than one property, select the relevant license from the Licensing and Registration grid.

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DHCA Services Residents Business Government County Executive County Council Calendar

DHCA Licensing and Registration Logout

[CLICK HERE to Apply for another Rental License](#) | [CLICK HERE to pay multiple Licenses/COCs together](#)

Enter text to search...

Drag a column header here to group by that column

License/Registration #	Company Name	Address	City	Zip Code	License Type	License Status
81314						
87928						
87931						
115766						

Page 1 of 1 (4 items) Page size: 10

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

eSubscription Subscribe Stay Informed Policies Translation

Sign up for a newsletter or update your subscription preferences.

Awards
County Cable Montgomery
County Calendar
Social Media Directory
Social Media Hub

Privacy Policy
User Rights
Accessibility
Language Translations
Social Media

Select Language Powered by Google Translate

4. Navigate to the Documents tab.

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DHCA Services Residents Business Government County Executive County Council Calendar

DHCA Licensing and Registration Logout

[CLICK HERE to Apply for another Rental License](#)
Licensing Amount Due: \$ 940.00 [Click here to Pay Licensing Bill](#)

General Information Contacts Bills Payments **Documents** Survey, Facility Survey, Units Survey, Affordability Programs

Upload

Upload (JPEG/JPG/PNG Images and Pdf/Word/Excel documents ONLY with a maximum size of 5 MB)

Short Description

	Name	Document Type	Description	Upload Date
Download Delete	Rental Survey Units for License- 87928	Rent Rate Survey		4/9/2019
Download Delete	License_87928	Rent Rate Survey		4/5/2019

Page 1 of 1 (2 items) Page size: 10

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

eSubscription Subscribe Stay Informed Policies Translation

<https://ex11.montgomerycountymd.gov/qjn3/jjn17/DHCA-LicensingAndRegistration/License/Edit?licenseNumber=87928#Document>

5. Identify the file to upload using the 'Browse' button, select 'Corrective Action Plan' from the file type drop-down, and upload the file.

MontgomeryCountyMD.GOV
Montgomery County Government

DHCA Licensing and Registration

CLICK HERE to Apply for another Rental License
Licensing Amount Due: \$ 940.00 [Click here to Pay Licensing Bill](#)

3. Upload the document

1. Click on browse to select the file to upload

2. Select the appropriate file description

Upload (JPEG/JPG/PNG images and Pdf/Word/Excel documents ONLY with a maximum size of 5 MB)

Corrective Action Plan

Name	Document Type	Description	Upload Date
ActionPlan2020.pdf	Corrective Action Plan		1/8/2020
Rental Survey Units for License- 87928	Rent Rate Survey		4/9/2019
License_ 87928	Rent Rate Survey		4/5/2019

Page 1 of 1 (2 items) Page size: 10

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

6. Upon successful upload, the file will appear in the document grid.

MontgomeryCountyMD.GOV
Montgomery County Government

DHCA Licensing and Registration

Success: Uploaded the document

CLICK HERE to Apply for another Rental License
Licensing Amount Due: \$ 940.00 [Click here to Pay Licensing Bill](#)

6. Upon successful upload, the file will appear in the document grid.

Upload (JPEG/JPG/PNG images and Pdf/Word/Excel documents ONLY with a maximum size of 5 MB)

Name	Document Type	Description	Upload Date
ActionPlan2020	Corrective Action Plan		1/8/2020
Rental Survey Units for License- 87928	Rent Rate Survey		4/9/2019
License_ 87928	Rent Rate Survey		4/5/2019

Page 1 of 1 (3 items) Page size: 10

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

7. Repeat step 5 for any additional document requested such as the quarterly service request logs, smoke detector/CO alarm logs and current elevator inspection, boiler inspection and fire alarm certificates.