



DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DHCA ANNUAL RENTAL HOUSING SURVEY: MULTIFAMILY INSTRUCTIONS

Below are the instructions for completing the 2026 Annual Rental Housing Survey. If you need further assistance, please contact the DHCA Office of Rent Stabilization through MC311 at 240-777-0311.

IMPORTANT! THE 2026 ANNUAL RENTAL SURVEY REQUIRES LEASING INFORMATION FROM JULY 23, 2024, TO THE PRESENT.

- 1. Log into [AccessMCG](#) Extranet Portal, select DHCA Licensing and Registration Online account.



- 2. Select "View License" for License #: «LicenseNumber» to open the license record and take the Rental Survey.

DHCA Licensing and Registration Portal

Home | Logout


2

Enter text to search...

Drag a column header here to group by that column

Apply New License	License#	Community Name	Address	City	Zip Code	License Type	License Status	Payment Status
View License	137227	TEST PROPERTY	1401 ROCKVILLE PIKE 401	ROCKVILLE	20852	MultiFamily	Licensed	Paid

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- 3. Select the **Survey, Facility** tab to answer all rental survey facility questions.
 - 3A. Complete all information below to update the Basic Information on file.
 - 3B. In the Preparer Information box, enter the survey preparer’s name and contact information.
 - 3C. Complete the Facility section on pets, leases, security deposits, etc.
 - 3C-a. Click “Continue to Survey” to get to Section 3D.
 - 3D. Answer all questions on the available facility services and utilities, then click “  Update ” after each entry.
 - 3D-a. Add services by clicking the blue + and select from the drop-down menu.
 - 3D-b. Add utilities by clicking the blue + and check if the service is paid by the landlord or the tenant. If known, enter the amount paid for utilities by the tenant and the payment frequency.
 - 3D-c. Add special requirements by clicking the blue + and select from the drop-down menu.
 - 3E. Click Update after each field entry to the Facility’s Service/Utilities Tab to save.
 - 3F. Click the check box to acknowledge that the information is complete and accurate.
 - 3G. Select Save



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General Information Contacts Invoices Payments Documents **Survey, Facility** Survey, Units Survey, Affordability Programs Marketplace Search Registrations

Help/FAQ

Please review your rental property's "Information on File" with DHCA on the left.

3 →

Community Name		3A	Basic Information
On-Site Rental Address			
Year Built			
Structure Type	Highrise - Multifamily with 9+ stories		
Total Licensed Units			
Rental Office Phone Number			
Rental Office Email Address			
Community Website Url			

Preparer's Name	Enter your Name here	3B	Preparer Information
Preparer's Title	Enter your Title here		
Preparer's Business Phone	Enter your Business Phone here		
Preparer's Email	Enter your Email Address here		
Preparer's Cell/Alternate Phone	Enter your Cell or Alternate phone here		

Please complete all information below on rental property including renovations, services and utilities.

Indicate the standard security deposit required	Select Security Deposit Type here	3C	Survey Information
Pets Allowed?	<input type="checkbox"/> "Check if Yes"		
If your property was built before Jan 1, 1958, has the mercury service regulator been replaced by Washington Gas? (?)			
Per Bill 26-22, Radon Testing and Mitigation, if you own a single-family home, multifamily building, 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?			
Application Fee (?)	0.00		
Late Fee (?)	0.00		
Lockout Fee (?)	0.00		
Lost Key Fee (?)	0.00		
Bicycle Parking Fee (?)	0.00		
Bicycle Secure Locker Fee (?)	0.00		

3C-a → Continue to Survey

Select + sign to add each (services/utilities/special needs) that is available to tenants

What Services are available to tenants?

Service Type	Paid by Landlord	Paid by Tenant (If known)	Tenant Paid Amount (If known)	Tenant Payment Frequency (If known)	If Other (Explain)
Service Type:*	<input type="checkbox"/>	<input type="checkbox"/>	Tenant Paid Amount (If known):	Tenant Payment Frequency (If known):	If Other (Explain):

3D-a → **3E** → Update Cancel

What Utility Services are available to tenants?

Utility Type	Paid by Landlord	Paid by Tenant (If known)	Tenant Paid Amount (If known)	Tenant Payment Frequency (If known)	If Other (Explain)
Utility Type:*	<input type="checkbox"/>	<input type="checkbox"/>	Tenant Paid Amount (If known):	Tenant Payment Frequency (If known):	If Other (Explain):

3D-b → **3E** → Update Cancel

What special requirements units are available to tenants?

Special Need Type	Units Count	If Other (Explain)
Special Need Type:*	Units Count:	If Other (Explain):

3D-c → **3E** → Update Cancel

3F → I acknowledge the information entered is complete and accurate

3G →

Save



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- 4. Once you have gathered all your rental unit data from July 23, 2024, select the **Survey, Units** tab.
 - 4A. The 2025 survey may be displayed at the bottom of the screen, if available.
 - 4B. Click the **“Export to XLSX”** button to download the 2026 Annual Survey.
 - 4C. Open the Rental Survey Units for License #: «LicenseNumber» Excel file.
 - Your exported spreadsheet will be **BLANK**. You must input all requested data, starting with the lease in effect on July 23, 2024, to present.
 - 4D. Follow the instructions and data format requirements shown under the **Survey, Unit** tab to enter information for all units.
 - 4E. Save the spreadsheet on your computer as *2026 Rental Survey Lic #«LicenseNumber»*
 - 4F. Go back to the **Survey, Unit**, select *Browse* on the right, then select the saved *2026 Rental Survey Lic #«LicenseNumber»* file from your desktop.
 - 4G. Click the *Upload Survey Units Information* button next to *Browse*.

If any fields are missing or entered in an invalid format, a message detailing the row and column of the error will display at the top of the screen.

Correct any errors by checking the online instructions and data format, and repeating steps 4C to 4G.

Click [here](#) to view a survey sample.

A confirmation message will be displayed at the top of the page once the file is accepted. The uploaded file will be saved under the *Documents* tab (4H).

4H →

4 →

- Unit Number = unique number assigned to the unit
 - Numbers, letters or combination only
 - Do not enter #, Symbols or Decimal Points
- Bedrooms = Number of bedrooms in unit
 - Loft or Den is considered .5 bedroom
 - 0 is for Efficiency Unit
 - Enter 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5 only
- Rent paid by tenant
 - Required information for all units
 - Enter whole numbers only
 - Do not enter \$, Symbols or Decimal Points
 - **TOTAL Rent Received** for Unit = Tenant Payment + Subsidy Payment
 - If owner or employee doesn't pay rent, enter 0 in Rent column
- Owner Employee Occupied = Yes or No
 - Unit is occupied by owner or employee
 - If owner or employee doesn't pay rent, enter 0 in Rent column
- Unit Rent Stabilization Exemption Status
 - None - The unit is not exempt.
 - NotOldEnough - The unit is less than 23 years old.
 - NotEnoughUnitsOwned - The unit is owned by an individual with 2 or fewer rental units within the County and is either a natural person or a trust or estate of a decedent.
 - OwnerOccupiedDuplex - This unit was originally designed and constructed to contain only two dwelling units, one of which the owner currently occupies.
 - LowIncomeTenants - The unit is subject to a regulatory agreement with a governmental agency that restricts occupancy of the unit to low and moderate income tenants.
 - ShortTerm - The unit is a transient lodging facility (Ex. Airbnb).
 - MPDU - The unit is part of the MPDU Program.
- Month to Month Lease = Yes or No
 - Unit is rented on a Month to Month lease.
- Lease Start Date = Effective start date of lease Lease End Date = Effective end date of lease
 - Enter MM/DD/YYYY
 - M = Month; D = Day of Month; Y = Year
- New Tenant or Lease Renewal
 - Enter New Tenant or Renewal
- Date occupying tenant completed the signed criminal history and credit screening addendum as required under Montgomery County Code 29-28(h)(2).
 - Enter MM/DD/YYYY
 - M = Month; D = Day of Month; Y = Year
- Parking fees: Tandem, Covered Assigned, Covered Unassigned, Uncovered Assigned, Uncovered Unassigned.
 - Enter whole numbers only
 - Do not enter \$, Symbols or Decimal Points

4D →

4F → Browse

4G → Upload Survey Units Information

4B → Export to XLSX

Survey Year	Unit Number	Number of Bedrooms	Rent	Employee Occupied	Unit Exemption Status	Month-to-Month lease?	Lease Start Date	Lease End Date	Is this a new tenant or a lease renewal?	Addendum signed date	Tenant
No data to display											

4A



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- 5. Select the **Affordability Programs** tab.
 - 5A. Check the top box if the property is a senior-only facility.
 - 5B. As applicable, enter the number of units available for each category listed, i.e., Average Median Income (AMI), Moderately Priced Dwelling Units (MPDU), etc. If not applicable, enter zero (0).
 - 5C. If applicable, click “Yes” for each affordability program at the facility; leave blank otherwise
 - 5D. Click **Save**.

General Information Contacts Invoices Payments Documents Survey, Facility Survey, Units **Survey, Affordability Programs** Help/FAQ

Marketplace Search Registrations



5D → **Save**

Please review the Affordability Programs effective at your facility and update the information as needed.

5A → "Check if Yes"

If there are Affordability Programs, please identify the income-restriction(s) below:

Number of 30% AMI Units	Enter 30% AMI Units count
Number of 40% AMI Units	Enter 40% AMI Units count
Number of 50% AMI Units	Enter 50% AMI Units count
Number of 60% AMI Units	Enter 60% AMI Units count
Number of 65% AMI Units	Enter 65% AMI Units count
Number of 80% AMI Units	Enter 80% AMI Units count
Number of MPDU Units	Enter MPDU Units count
Other - Please specify	Enter Other Units count

When do the affordability restrictions expire?
MM/dd/yyyy

Please identify the source of the Affordability Programs:

County - Housing Initiative Fund	<input type="checkbox"/> "Check if Yes"
County - Payment in Lieu of Taxes	<input type="checkbox"/> "Check if Yes"
County - Rental Agreement to Preserve Affordability	<input type="checkbox"/> "Check if Yes"
County - Moderately Priced Dwelling Units	<input type="checkbox"/> "Check if Yes"
Federal - HOME Program	<input type="checkbox"/> "Check if Yes"
Federal - Low Income Housing Tax Credits	<input type="checkbox"/> "Check if Yes"
HOC - Managed/Owned Project	<input type="checkbox"/> "Check if Yes"
HOC - Public Housing	<input type="checkbox"/> "Check if Yes"
HOC - Project-Based Section 8	<input type="checkbox"/> "Check if Yes"
Other - Please specify	Enter Other Source information

5B → (points to AMI unit count input fields)

5C → (points to "Check if Yes" checkboxes)