



2026 Single Unit Rental Housing Survey

Montgomery County Department of Housing and Community Affairs

1401 Rockville Pike, 4th Floor, Rockville, MD 20852 Tel: 240-777-0311 TDD: 711 FAX: 240-777-3691

Part 1: Rental Property Information

Rental License Number

Structure Type: Single Family, Condominium or Town Home

Rental Property Street Address

City

Unit Number

Zip Code

Number of Bedrooms

Year Built

Part 2: Rental Property Owner Information

Owners Full Name

Owner Address

Phone Numbers

Email Address

Part 2b: Additional Owner Information

Additional Owner's information

Owner Address

Phone Numbers

Email Address

2026 Single Unit Rental Housing Survey

DHCA | 1401 Rockville Pike, 4th Floor, Rockville, MD 20852 Tel: 240-777-0311 TDD: 711 FAX: 240-777-3691

Part 3: Survey Questions

Application Fee (\$)

Late Fee %

Lockout Fee (\$)

Lost Key Fee (\$)

Are Pets allowed?

Yes

No

Pet Deposit Fee (\$)

Pet Rent (\$/month)

Air Conditioning

Does your rental property currently have air conditioning?

Yes

No

If yes, what type of air conditioning is installed at the rental property?

Is the air conditioning system permanently installed?

Yes

No

Is the air conditioning system provided by:

The Property Owner

The Tenant

Is the air conditioning system currently operational?

Yes

No

If other air conditioning type, please specify

2026 Single Unit Rental Housing Survey

DHCA | 1401 Rockville Pike, 4th Floor, Rockville, MD 20852 Tel: 240-777-0311 TDD: 711 FAX: 240-777-3691

Page 3 of 7

Homeowners Association/Common Ownership Community Information

Is the property in a Homeowners Association (HOA) / Common Ownership Community (COC)? Yes No

If yes, have you notified the governing board of the property's rental status? Yes No

Are the HOA/COC dues current? Yes No

Full Name of HOA/COC

Date property was last rented / Date tenant moved out

If the property was sold, what was the settlement date?

Have you checked for radon in the last 3 years? Yes No

Part 4 Lease Information

Using the survey leases worksheet provided below, enter the lease information for the unit starting from July 23, 2024, even if it is exempt from rent stabilization.

Single Unit Survey Instructions

Rent - Using the provided blank worksheet enter the rents **in order**, starting with the lease that was active on **7/23/2024**, and continue listing each lease up to the **current (2026) lease**.

- Do not enter the \$ Symbol.
- Only enter **one** total rent amount for each lease
- TOTAL Rent Received for Unit = Tenant Payment + Subsidy Payment. DO NOT enter 2 rents for 1 unit
- If the unit is employee occupied, add the full rent amount (not the discounted rate)
- If there are no tenants in the unit or the unit is owner-occupied, leave the field blank
- If the unit is exempt from rent stabilization and there is a mid-lease increase, record each mid-lease increase on a separate line as if it were a lease renewal

Employee or Owner Occupied

- If the unit is occupied by an employee or owner, enter Yes.
- Otherwise, enter No.

Unit Exemption Status – Unit Rent Stabilization Exemption Status

Choose from an option below:

- **No** - The unit is not exempt
- **Not Old Enough** - The unit is less than 23 years old
- **Not Enough Units Owned** - The owner has 2 or fewer rental units in the County and is either a natural person or a trust or estate of a decedent
- **Owner Occupied Duplex** - The building was built with two units, and the owner lives in one
- **Affordable Units** - The unit has a regulatory agreement with a governmental agency that requires renting to low- to moderate-income tenants
- **Short Term** - The unit is a transient lodging facility (Ex. Airbnb)
- **MPDU** - The unit is part of the MPDU Program
- **ADU** - The unit is an accessory dwelling unit

Per Montgomery County Code Chapter 29-51, landlords must maintain records and make them available upon request by Montgomery County.

2026 Single Unit Rental Survey

Single Unit Survey Instructions, Continued

Month-to-Month Lease

- Is this a Month-to-Month lease term? Enter Yes or No
- If the unit is empty, leave the field blank

Lease Start Date

Enter the lease start dates in order, starting with the lease that was active on 7/23/2024, and continue listing each start date in order through the most recent lease. Enter the date the lease begins in the following format: MM/DD/YYYY

M = Month; D = Day of Month; Y = Year

- If the unit is empty, leave the field blank

Lease End Date

Effective end date of lease

- Enter the date the lease ends in the following format: MM/DD/YYYY

M = Month; D = Day of Month; Y = Year

- If the unit is empty or if there is a month to month (MTM) lease term, leave the field blank

Is this a new tenant or a lease renewal?

- Enter New Tenant or Renewal

Criminal history and credit screening sign date

Date occupying tenant completed the signed criminal history and credit screening addendum as required under Montgomery County Code 29-28(h)(2) effective July 30, 2024.

- Enter the date the tenant signed the required screening form in the following format: MM/DD/YYYY

M = Month; D = Day of Month; Y = Year

- Leave blank if the tenant moved in before July 30, 2024

Parking fees

- Types: Tandem, Covered Assigned, Covered Unassigned, Uncovered Assigned, Uncovered Unassigned.
- Enter the TOTAL parking fee received for each unit in the appropriate column type.
- Do not enter \$ Symbols
- If there is no parking fee, leave the field blank

2026 Single Unit Rental Housing Survey

DHCA | 1401 Rockville Pike, 4th Floor, Rockville, MD 20852 Tel: 240-777-0311 TDD: 711 FAX: 240-777-3691

Page 5 of 7

Part 5: Preparer Information

Preparer Email Address

Preparer Phone Number

Preparer Full Name

Preparer Title

I attest that the above information is true, correct, and complete to the best of my knowledge

Preparer Signature

Be sure to include the lease information spreadsheet for all leases at this property that were active from July 23, 2024, to the present in the attached table.

Please submit the required materials by emailing or mailing them to DHCA. The survey is open from April 1, 2026, to April 30, 2026. Failure to comply with the law will result in a civil penalty not exceeding \$1,000 for each violation.

By Email

DHCA.AnnualSurvey@MontgomeryCountyMd.gov
with the subject line "2026 Annual Rental Survey."

By USPS

DHCA Office of Rent Stabilization
2026 Annual Rental Survey Response
1401 Rockville Pike, 4th Floor
Rockville, MD 20852

