



DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DHCA RENTAL SURVEY INSTRUCTIONS

Step-by-Step Guide

Below are the instructions for completing the 2026 Annual Rental Survey for Single-Unit Rentals. Should you require additional assistance, please contact the DHCA Office of Rent Stabilization by calling MC311 or (240) 777-0311.

1. Open the Survey Website

Click the link below to open the Single-Unit Rental Housing Survey:

[Single Unit Rental Housing Survey \(montgomerycountymd.gov\)](https://montgomerycountymd.gov)

2. Enter Your license number

2A. Type in the Rental license Number associated with your property

2B. Click **Proceed**



The Annual Rental Survey must be completed by April 30th; if the survey is not completed, a citation of up to \$1000 will be issued.

Welcome to the portal for completing your 2026 Rental Housing Survey for Single Units - Due April 30, 2026.

Please complete a separate survey for each single unit property you own. The survey will take approximately 10 minutes to complete and must be done in a single sitting. It cannot be saved. For each rental property, enter the license number and an email address associated with the license. A one-time passcode will be sent to the email address. Enter the code to validate ownership (code expires after 10 minutes). If you are unable to complete the survey in one sitting, you will need to re-enter the license number and an email address to validate ownership.

3. Enter your email address

3A. Type in the Email Address associated with your property.

3B. Click **Send One Time Passcode**

Please complete a separate survey for each single unit property you own. The survey will take approximately 10 minutes to complete and must be done in a single sitting. It cannot be saved. For each rental property, enter the license number and an email address associated with the license. A one-time passcode will be sent to the email address. Enter the code to validate ownership (code expires after 10 minutes). If you are unable to complete the survey in one sitting, you will need to re-enter the license number and an email address to validate ownership.

4. Check Your email

Open the email account associated with your property to retrieve the One-Time Passcode.



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5. Enter the Passcode

5A. Type the One-Time passcode into the field provided

5B. Click **Validate** to begin the survey

Please complete a separate survey for each single unit property you own. The survey will take approximately 10 minutes to complete and must be done in a single sitting. It cannot be saved. For each rental property, enter the license number and an email address associated with the license. A one-time passcode will be sent to the email address. Enter the code to validate ownership (code expires after 10 minutes). If you are unable to complete the survey in one sitting, you will need to re-enter the license number and an email address to validate ownership.

License Number

Email Address

One Time Passcode

Validate [Re-Send One Time Passcode](#)

5B

5A

If you have any questions, please contact the Licensing and Registration office at 240-777-0311

6. Part 1: Rental Property Information

6A. Review the information on the screen to make sure it is correct.

6B. Select the number of bedrooms from the drop-down menu.

Part 1: Rental Property Information

License Number <input type="text" value="157619"/>	Structure Type <input type="text" value="Single Family"/>
Rental Property Address <input type="text" value="18310 WINDSOR DR"/>	Apt/Unit/Suite <input type="text"/>
City <input type="text" value="GAITHERSBURG"/>	Zip Code <input type="text" value="20877"/>
Year Built <input type="text" value="1986"/>	Number of Bedrooms. Enter '0' if an efficiency <input type="text" value=""/>

6B

7. Part 2: Owner Information

Review and update your contact details if anything has changed.

Part 2: Owner Information

<p>Owner 1</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Owner Street Address <input type="text"/></p> <p>Apt/Unit/Suite <input type="text"/></p> <p>City <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>State <input type="text"/></p> <p>Country <input type="text"/></p> <p>Day Phone <input type="text" value="999-999-9999"/></p> <p>Evening Phone <input type="text" value="999-999-9999"/></p> <p>Cell Phone <input type="text" value="999-999-9999"/></p> <p>Email <input type="text"/></p>	<p>If applicable, Owner 2</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Owner 2 Street Address <input type="text"/></p> <p>Apt/Unit/Suite <input type="text"/></p> <p>City <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>State <input type="text"/></p> <p>Country <input type="text"/></p> <p>Day Phone <input type="text" value="999-999-9999"/></p> <p>Evening Phone <input type="text" value="999-999-9999"/></p> <p>Cell Phone <input type="text" value="999-999-9999"/></p> <p>Email <input type="text"/></p>
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8. **Part 3: Survey Questions**

Answer each question using the drop-down menus or text boxes.

9. **Part 4: Lease Information**

9A. Answer the question using the drop-down menu

9B. Click the “**Download lease template**” button to download the 2026 Annual Survey.

9C. Open the [Rental Survey Leases Template](#) 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.

9D. Follow the instructions and data format requirements shown underneath **Part 4: Lease Information** section.

9E. Save the spreadsheet on your computer as *2026 Rental Survey Lic #«LicenseNumber»*

9F. Go back to the bottom of Part 4, select *Browse*, then select the saved *2026 Rental Survey Lic #«LicenseNumber»* file from your desktop.

9G. Click “Open” after selecting your saved Excel file.

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 email will be sent once the Survey has been accepted successfully.



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Part 4: Lease Information

Continuously unoccupied since 7/23/2024?

9A [dropdown arrow]

Part 4: Lease Information

Continuously unoccupied since 7/23/2024?

[dropdown arrow]

Using the Survey Leases spreadsheet exported below, enter the leases for the unit starting from July 23, 2024, even if it is exempt from rent stabilization.

Click here for the Instructions.

- **Rent** = 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 Unit - 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.
- **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 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:**

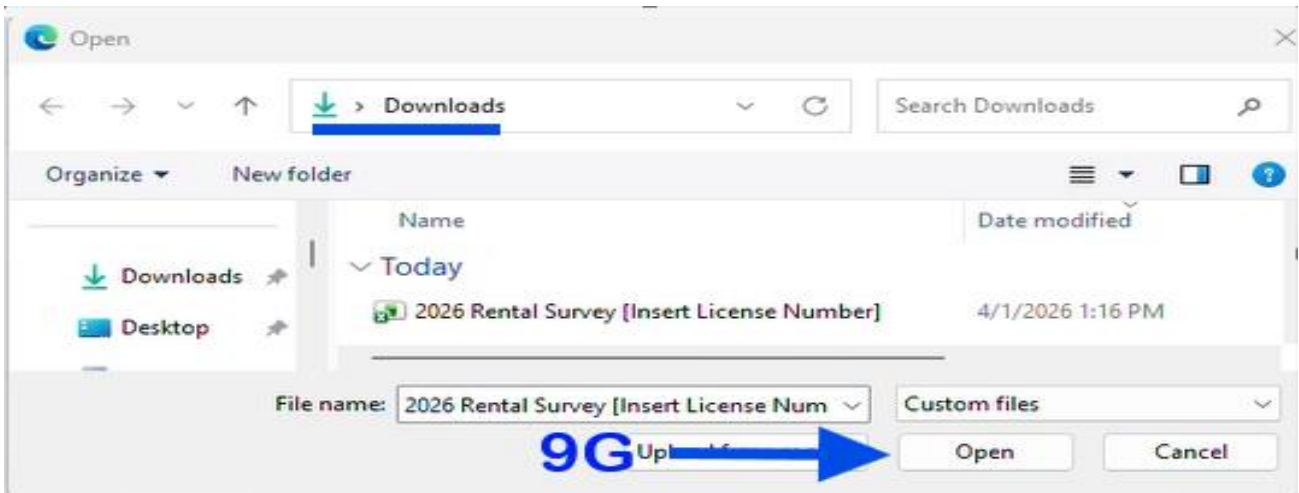
9D [arrow]

Download lease template

9B [arrow]

Upload (Excel spreadsheets only)

2026 Rental Survey Insert License Number.xlsx 9F [arrow] [browse]





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10. **Part 5: Preparer Information**

10A. Enter your first and last name

10B. Select your title from the drop-down menu.

10C. Enter phone number and email address.

10D. Check the box confirming the information is true and accurate

10E. Click "Submit".

Part 5: Preparer Information

Preparer First Name	Preparer Last Name
<input type="text"/> → 10A	<input type="text"/> → 10A
Title	Phone Number
<input type="text"/> → 10B	999-999-9999 → 10C
Email Address	
<input type="text"/> → 10C	
<input type="checkbox"/> I attest that the above information is true, correct, and complete to the best of my knowledge.	
<input type="button" value="Submit"/> ← 10E	

10D ↑

Reminder - Per the reporting requirements of Montgomery County Code Chapter 29-51, landlords must maintain records of certain information and make available if the County requests.