



MONTGOMERY COUNTY DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Licensing and Registration

1401 Rockville Pike, 4th Floor, Rockville, Maryland 20852
(240) 777-0311 • Fax (240) 777-3699 • TTD (240) 777-3639
www.montgomerycountymd.gov/dhcalicensing

**COMMON OWNERSHIP COMMUNITY
REGISTRATION APPLICATION**

- ▶▶ Please print clearly answering all questions.
- ▶▶ **Governing documents and complete list of street addresses must accompany application.**
- ▶▶ Payment by check or money order, payable to: Montgomery County, MD.
- ▶▶ Mail to:
Licensing and Registration
1401 Rockville Pike, 4th Floor
Rockville, Maryland 20852

Registration No.: _____

Recorded: _____

Deposit _____

COMMUNITY INFORMATION:

Name of Community Being Registered

MARYLAND

City

State

Zip Code

On-Site Phone Number (if applicable)

Date Built: _____ **Construction Began** _____ **Construction Completed** _____

Is the Community Part of an Umbrella (Master) Organization? (Umbrella's are required to register, if not already)

☐ **Yes**

☐ **No**

UMBRELLA (Master) INFORMATION (if applicable)

Name of Umbrella (Master) Group

MARYLAND

City

State

Zip Code

Phone Number

Fax Number

Email Address

CONTACT INFORMATION:

Provide all contact information in the appropriate section.

Changes in contact information MUST be reported to the Department within 10 days of the change.

Governing Body:	
Board President's Name	Board Treasurer's Name
Home Street Address	Home Street Address
City State Zip	City State Zip
Daytime Phone Cellular Phone	Daytime Phone Cellular Phone
Email Address	Email Address

Who should we contact for all business purposes, such as annual registration renewal?

☐ Board President as listed ☐ Administrative Agent as listed below

Administrative Agent:	
Agent's Name	Agent's Street Address
Agent's Company Name (if applicable)	City State Zip
Daytime Phone Cellular Phone	Fax # Email Address

Who is responsible for the day-to-day management of the community?

☐ Board President as listed ☐ Administrative Agent as listed above ☐ Other as listed below

Management Agent:	
Management Representative's Name	Management's Street Address
Management Company Name (if applicable)	City State Zip
Daytime Phone Cellular Phone	Fax # Email Address

STRUCTURE TYPE INFORMATION (complete all applicable sections)

Total Number of Units within community being registered	Complete list of street address must be provided for all units (including apartment number if applicable)
Total # of SINGLE FAMILY Units:	Single Family addresses listed below (attach additional pages as needed)
Total # of SEMI-DETACHED Units (duplex units that are side-by-side or back-to-back):	Semi-Detached addresses listed below (attach additional pages as needed)
Total # of TOWNHOUSE Units:	Townhouse addresses listed below (attach additional pages as needed)
Total # of BACK-TO-BACK Units:	Back-To-Back addresses listed below (attach additional pages as needed)
Total # of QUADRAPLEX Units:	Quadrplex addresses listed below (attach additional pages as needed)

STRUCTURE TYPE INFORMATION (continued)

Total Number of Units within community being registered	Complete list of street address must be provided for all units (including apartment number if applicable)
Total # of STACKED PIGGYBACK Units:	Stacked Piggyback addresses listed below (attach additional pages as needed)
Total # of GARDEN APARTMENTS (1-4 stories):	Garden Apartments addresses listed below (attach additional pages as needed)
Total # of HIGH-RISE APARTMENTS (5+ stories):	High-Rise Apartment addresses listed below (attach additional pages as needed)

BOARD PRESIDENT’S SIGNATURE (Agent’s signature not acceptable)

☐ I have attached a complete and current copy of the community’s recorded governing documents.

I affirm under penalty of perjury that the information provided is true to the best of my knowledge and belief. I also understand that if there are any changes in information, the community must notify the Department within 10 days of the change.

_____	_____
Board President’s Signature	Date

Print or Type Name of Person Signing

IMPORTANT NOTICE

All condominium, cooperative and homeowner associations within Montgomery County Government jurisdiction are required by Chapter 10B to register with the Commission on Common Ownership Communities through the Department of Housing and Community Affairs. Registration requirements as outlined in Chapter 10B of the Montgomery County Code do not apply to properties within the incorporated Municipalities of Chevy Chase Village, Town of Chevy Chase, City of Gaithersburg, Town of Garrett Park, Town of Kensington, Town of Laytonsville, Town of Poolesville, Town of Somerset and Town of Washington Grove. You may wish to contact the local municipalities for further information on requirements.



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Common Ownership Community REGISTRATION

**Effective January 1, 1991, all* condominium, cooperative and homeowner associations
MUST register with the Commission on Common Ownership Communities
through Montgomery County Department of Housing and Community Affairs.**

REGISTRATION FEE SCHEDULE (Total Payment Due MUST Accompany Application)

Please note that Registration Fees should be paid for each Fiscal Year based on the number of units built and sold by the end of the Fiscal Year. When construction is ongoing or property is being converted from Multi-Family rental, current Fiscal Year Registration Fees should be based upon the best possible estimate.

The Registration year is **July 1 through June 30**. **Fees cannot be prorated**. Please calculate the total amount due as follows: Accumulated.

FISCAL YEAR		NUMBER of UNITS		PER UNIT FEE		FISCAL YEAR TOTAL DUE
1994	7/01/93 – 6/30/94		X	\$1.50	=	
1995	7/01/94 – 6/30/95		X	\$1.50	=	
1996	7/01/95 – 6/30/96		X	\$1.50	=	
1997	7/01/96 – 6/30/97		X	\$1.50	=	
1998	7/01/97 – 6/30/98		X	\$1.50	=	
1999	7/01/98 – 6/30/99		X	\$1.50	=	
2000	7/01/99 – 6/30/00		X	\$1.50	=	
2001	7/01/00 – 6/30/01		X	\$1.50	=	
2002	7/01/01 – 6/30/02		X	\$1.50	=	
2003	7/01/02 – 6/30/03		X	\$1.50	=	
2004	7/01/03 – 6/30/04		X	\$2.25	=	
2005	7/01/04 – 6/30/05		X	\$2.25	=	
2006	7/01/05 – 6/30/06		X	\$2.25	=	
2007	7/01/06 – 6/30/07		X	\$2.25	=	
2008	7/01/07 – 6/30/08		X	\$2.25	=	
2009	7/01/08 – 6/30/09		X	\$2.25	=	
2010	7/01/09 – 6/30/10		X	\$1.00	=	
2011	7/01/10 – 6/30/11		X	\$3.00	=	
2012	7/01/11 – 6/30/12		X	\$3.00	=	
2013	7/01/12 – 6/30/13		X	\$3.00	=	
2014	7/01/13 – 6/30/14		X	\$3.00	=	
2015	7/01/14 – 6/30/15		X	\$3.00	=	
2016	7/01/15 – 6/30/16		X	\$3.00	=	
TOTAL AMOUNT DUE						

Payment by **check or money order made payable to Montgomery County, MD MUST Accompany Application!

****Montgomery County Government now uses the services of CheckVelocity - Enhanced Check Management Services. If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state's maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling (800)666 - 5222 ext. 2 to arrange payment for any outstanding checks and service fees due. www.checkvelocity.com**

*Note: Registration requirements as outlined in Chapter 10B of the Montgomery County Code do not apply to properties within the incorporated Municipalities of Chevy Chase Village, Town of Chevy Chase, City of Gaithersburg, Town of Garrett Park, Town of Kensington, Town of Laytonsville, Town of Poolesville, Town of Somerset and Town of Washington Grove. You may wish to contact the local municipalities for further information on requirements.