OFFICE USE ONLY



IMPORTANT INFORMATION (Read Carefully):

Incomplete applications will delay the license.

MONTGOMERY COUNTY DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS



MAIL APPLICATION TO: Licensing and Registration • 1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852

Telephone 240-777-0311 • TTD 240-777-3679

FEE is Not Prorated FEES EFFECTIVE JULY 1, 2024

www.montgomerycountymd.gov/dhcalicensing

RENTAL HOUSING LICENSE APPLICATION SINGLE FAMILY AND CONDOMINIUM

| Application MUST be signed. Application MUST include payment. Payment: Check or Money Order only Payable to: Montgomery County MD Refund requests must be made in writing within 90 days of payment and include documentation from bank institution ENTAL PROPERTY INFORMATION: me of Community Association I affirm that I am current on my homeowners or condominium dues and fees mtal Street Address MD Zip Code S70.00 Garden Style Condo Garden Style Condo Garden Style Condo Garden Style Condo Date Entered Deposit By Date Entered By Da |
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| y Date of Purchase (date) |
| y |
| (If within 6 months, include HID 1/Closina |
| {If within 6 months, include HUD-1/Closing |
| art Date of Rental Rent \$ Year Built |
| of Occupants # of Kitchens # of Bedrooms # of Basement Bedrooms |
| Tenant Related to Owner? YES NO If so, how is tenant related? Name of Relative |
| this a New Owner/Transfer of Existing License? YES NO Transfer Fee for New Owners assuming Licensed Property |
| reet Address |
| ty State Country Zip Code |
| |
| ork Phone # |
| |
| ork Phone # Home Phone # Cellular Phone # |
| ork Phone # |
| ork Phone # |
| Home Phone # Cellular Phone # |
| ork Phone # |
| ork Phone # Home Phone # Cellular Phone # Fax # mail Address: (Please Print) ***Must provide contact information on owners and/or general partner. Please provide on separate sheet*** CORPORATION INFORMATION: [Resident Agent is required for Corporate Ownership] orporation Name |
| ork Phone # |
| The phone # Phone # Cellular Phone # Cellular Phone # |
| The phone # Cellular Phone # Cellular Phone # Fax # mail Address: (Please Print) ***Must provide contact information on owners and/or general partner. Please provide on separate sheet*** ***CORPORATION INFORMATION: [Resident Agent is required for Corporate Ownership] proporation Name ***cecutive's Name reet Address |

| AGENT or MANAGEMENT INFORMATION | *Administrative Agent □ Management □ | |
|--|---|--|
| Agent/Management Name | *(Administrative Agent will receive all renewal bills) | |
| Company Name: | | |
| Street Address | | |
| City | State Country Zip Code | |
| Work Phone# Cell | ar Phone # Fax Phone # | |
| Email Address: (Please Print) | | |
| | | |
| | wner does not live in the State of Maryland or using a PO Box* * * * * | |
| | (Must be any Maryland Resident – Cannot be Tenant) | |
| Company Name: | | |
| Street Address | | |
| | StateMD Zip Code | |
| | ar Phone # Fax Phone # | |
| Email Address: (Please Print) | | |
| Legal Agent's Signature Required | Date | |
| Maryland State law requires all owners renting residential properties to register the rental property with MDE. If the property was built before January 1, 1978, it is required to be tested for lead poisoning. [Statutory requirements of <i>Article 24, Political Subdivisions, 19-103</i>] 1. Is the property built before January 1, 1978? YES NO Year Built: If answer to question #1 is NO, DO NOT answer questions 2, 3, & 4. You do not have to register your property with MDE. If the answer is YES, please complete questions. 2. Is this property registered with MDE? Tracking #: If NO, contact MDE 1-800-633-6101 to register. 3. Is the registration current? YES NO Mail a photocopy of lead inspection certificate with application. For more information on requirements for obtaining your lead inspection certificate, contact Maryland Department of Environment at 1-800-633-6101 ext. 4199 or 410-537-4199 or www.mde.state.md.us/lead . | | |
| result in having this rental license application information on this application is true to the bowner address, or agent/contact information understand penalty can be assessed in a civi | ATION LICENSE: or have authorization to sign on behalf of the owner. I understand that falsifying information can lenied and the property will not be licensed to rent. I affirm under penalty of perjury that the st of my knowledge and belief. I also understand that if there are changes in property ownership, at I must notify MC/DHCA Licensing and Registration within 10 day of the change. I also citation of \$500 if the rental property is not licensed. Date Date | |