



**Montgomery County Department of Housing and Community Affairs  
Division of Housing**

**Licensing and Registration Unit**

1401 Rockville Pike, 4<sup>th</sup> Floor, Rockville, Maryland 20852

[www.montgomerycountymd.gov/dhcalicensing](http://www.montgomerycountymd.gov/dhcalicensing) • 240-777-0311 • FAX 240-777-3699 • TTD 240-777-3679

**ADMINISTRATIVE AGENT  
UPDATE FORM**

**LICENSE #:** \_\_\_\_\_ **PROPERTY:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Administrative Agent**

*(Retaining an Administrative Agent is not required.)*

Who should we contact for business purposes, such as annual license renewal? The Administrative Agent is responsible for receiving correspondences and paying of renewal bills.

☐ Owner as listed on rental license

or

☐ Administrative Agent as Listed Below

Dr.  
Mr.  
Ms  
Mrs.

\_\_\_\_\_  
Agent's Full Name

\_\_\_\_\_  
Agent's Street Address

\_\_\_\_\_  
Agent's Company Name (if applicable)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Fax#

\_\_\_\_\_  
Email Address

Remit by mail, fax or email:

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Licensing and Registration  
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