

INSTRUCTIONS FOR COMPLETING RENTAL SURVEY

1. Select License #: «LicenseNumber» to open the license record and take the Rental Survey.
2. Select the **Survey, Facility** tab (see #3 below and screenshot) to answer all rental survey facility questions. Then go to the **Survey, Units** tab (see #4 below and screenshot) to edit, complete and upload all units' questions for the property. Both **Survey, Facility** and **Survey, Units** must be completed to comply with Montgomery County Code 29-51.
3. On the **Survey, Facility** (6th) tab: (See Screenshot Enclosed)
 - a. Review the Information on File on the left of the screen and Update Information (if needed) in the facility Basic Information box in the space provided
 - b. In the Survey Information box, enter the Survey Preparer's Name and Contact Information
 - c. Complete the Facility portion of the Survey on pets, leases, security deposits, renovations, administrative costs, etc.
 - d. Answer all questions on available facility services, utilities and special needs.
 - e. Add services using the blue + (see screenshot included)
 - f. Select services/utility/special need type from drop down menu
 - g. Edit services using the Ab with a pencil (see screenshot)
 - h. If a red exclamation point appears next to a field, an incorrect or missing value must be corrected.
 - i. Once services/utilities/special needs are added, select Update
 - j. After all services, utilities and special needs are completed, select Save at top right (see screenshot)
4. On the **Survey, Units** (7th) tab: (See Screenshot Enclosed)
 - a. The 2016 Rental Units will be displayed at the bottom of the screen (if available)
 - b. Export the 2016 Rental Units to edit by selecting the **Export to XLSX** button.
If you do not have 2016 Rental Units data, your spreadsheet will be blank.
 - c. Open the Rental Survey Units for License # «LicenseNumber» Excel file
 - d. Review, edit, add or delete the units' information on the spreadsheet for all 2017 rental units in the facility as of April 1, 2017
 - e. Select Click here to view instructions on the top center of the page to expand instructions and data format requirements for the spreadsheet
 - f. Save the Rental Survey Units for License # «LicenseNumber» file on your computer desktop
 - g. Go back to the **Survey, Units tab** and select Browse at the top right and select the saved Rental Survey Units for License # «LicenseNumber» file from your desktop
 - h. Select Upload Survey Units Information button (next to Browse)
 - i. If file is accepted, a confirmation message is displayed at the top of the page and the uploaded file will show on the Documents (5th) tab left of the Survey, Facility tab
 - j. If the file has incorrect formats or missing information, a message detailing the row and column of the error will display. Correct the error by checking online instructions and data format from 4 (e) and retry step 4 (h) above to upload file again.

Please see Enclosed Screenshots

If you need further assistance, please call DHCA Licensing and Registration at (240) 777-0311



DHCA Licensing and Registration

General Information Contacts Bills Payments Documents Survey, Facility Survey, Units

[Click here to Apply for another Rental License](#)

Logout

Below is the current information the Department of Housing & Community Affairs has on file for your rental facility. Carefully review the information for accuracy and update any inaccurate or missing information in the space provided.

Information on File		Update Information (if needed)	
Community Name	2215 Spencerville Road	Edit Community Name on Left if Incorrect	
On-Site Rental address	2215 SPENCERVILLE RD SPENCERVILLE 20868	City	Apt/Unit/Suite Num Zip Code
Year Built	1900	Edit Year Built on Left if Incorrect	
Structure Type	Garden Apartment - Multifamily with 1-4 stories		
Total Licensed Units	10	Edit Total Units on Left if Incorrect	

Survey Information	
Preparer's Name	Enter Your Name Here
Preparer's Title	Enter Your Title Here
Preparer's Phone	240-777-0311
Preparer's Email	Enter Your Email Here
Facility Phone	Enter Your Phone
Pets Allowed?	<input checked="" type="checkbox"/> "Check if Yes"
Pet Restrictions	Enter Pet Restrictions Here
Is Pet Deposit/Fee Charged?	<input checked="" type="checkbox"/> "Check if Yes"
Amount of Pet Deposit/Fee	\$504.00
Is Pet Deposit Fee Refundable?	<input checked="" type="checkbox"/> "Check if Yes"
What type of lease(s) are available at Initial Occupancy?	Two Year; Other
Other Lease Type	Other Leases Not Listed
Indicate the standard security deposit required	One Month's Rent
How often are the street rent rates changed?	Monthly
Specify renovations completed at the property in the past twelve months. (Check all that apply.)	Common Areas; Elevators; Other
Other Renovations Completed	Other Renovations Not Listed
Average Total Administration expenses increase over the past twelve months (%)	500.00 %
Average Utilities expenses increase over the past twelve months (%)	800.00 %
Average Taxes/Insurance expenses increase over the past twelve months (%)	200.00 %
Average Repair/Maintenance expenses increase over the past twelve months (%)	21,546.00 %

Which of the following services are available to tenants?

3 (e)

Service Type	Paid by Landlord	Paid by Tenant	Tenant Paid Amount	Tenant Payment Frequency	If Other (Explain)
Laundry	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$100.00	Monthly	
Trash/Recycle Pickup	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

3 (e)

Which of the following Utility services are available to tenants?

3 (g)

Utility Type	Paid by Landlord	Paid by Tenant	Tenant Paid Amount	Tenant Payment Frequency	If Other (Explain)
Water in Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	54	Monthly	
Electricity in Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$4,555.00		

Which of the following services are available to tenants?

Special Needs Type	Units Count	If Other (Explain)
Age Restricted/Senior	50	

3 (j)

County Executive
Ike Leggett

DHCA Licensing and Registration

Logout

General Information Contacts Bills Payments Documents Survey, Facility Survey, Units

[Click here to Apply for another Rental License](#)[Click here to view instructions](#)

Please enter the following information for all the rental units in your facility as of April 1st:

1. Unit Number = unique number assigned to the unit
 - Numbers, letters or combination only
 - Do not enter #, Symbols or Decimal Points
2. Bedrooms = Number of bedrooms in unit
 - Loft or Den is considered .5 bedroom
 - Enter 0,0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5 only (Drop down)
3. Vacant = Yes or No
 - Was unit vacant on April 1st

Vacant Units must include the following:

 - Current or Street Rent = Street Rent or rent offered to a prospective tenant on April 1st
 - Enter whole numbers only
 - Do not enter \$, Symbols or Decimal Points
4. Occupy Date = Effective Date of lease, move-in date for current tenant, owner or employee
 - Enter MM/DD/YYYY
 - M = Month; D = Day of Month; Y = Year
5. Current or Street Rent =
 - Enter whole numbers only
 - Do not enter \$, Symbols or Decimal Points
 - TOTAL Received for Unit = Tenant Payment + Subsidy Payment
6. Owner Employee Occupied = Yes or No
 - Unit is occupied by owner or employee
 - If owner or employee doesn't pay rent, enter 0 in Current or Street Rent

Upload (CSV, Excel spreadsheets only)

browse

Upload Survey Units Information

4 (a)

4 (a)

4 (a)

4 (a)

4 (a)

Export to XLSX

Enter text to search...							
Survey Year	Unit Number	Number of Bedrooms	Occupy Date	Current or Street Rent	Vacant	Employee Occupied	
2016	2219 apt E	3.00	3/1/2016	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
2016	2217	2.00	9/1/2015	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	

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For assistance with questions, please contact the Licensing and Registration office at 240-777-0311

