

MEMORANDUM

November 27, 2019

TO: Planning, Housing, and Economic Development Committee

FROM: Linda McMillan, Senior Legislative Analyst *LM*

SUBJECT: Single Family Rental Licensing and Code Enforcement (including condominium)

PURPOSE: Discussion

Expected for this session:

Aseem Nigam, Director, Department of Housing and Community Affairs (DHCA)
Frank Demarais, Deputy Director, DHCA
Chris Anderson, Chief, Community Development Division, DHCA
Dan McHugh, Manager, Code Enforcement Services, DHCA
Elaine Kao, Department of Environmental Protection
Grayce Wiggins, Housing and Community Development Manager, City of Takoma Park

Since 2015, the Council and DHCA have worked to improve code enforcement of rental housing through legislation, increased staffing, improvements in technology, and education and tenant support services. These efforts have focused on multi-family rental housing and provided a focused inspection surge that is transitioning into a system of inspections with frequency that respond to the conditions found. This can range from a property being classified as a "Troubled Property" with a requirement for a remediation plan and frequent reinspection to triennial inspections for properties that have few or minor violations that were corrected once identified.

The Council has heard from residents and the PHED Committee has previously requested a discussion of licensing and inspection/code enforcement for single family homes, which for this discussion includes condominium units. Some of the concerns that have been raised include: (1) lack of compliance with licensing (unlicensed rental homes or accessory dwelling units), (2) do the people living in the home properly constitute a "Household"; (3) overcrowding; (4) ability of code enforcement to determine if the owner is really living in the home; (5) inspections are complaint driven only (except accessory dwelling units); (6) landlords are not required to

provide appropriate trash receptacles with tight fitting lids; (7) lack of information on or monitoring of room rentals; (8) concern about short-term rentals; (9) frustration with the 311 system – not knowing what happened to a complaint; and (10) it is unclear if there is cross-department coordination when a complaint is received (DHCA, DHHS, DEP, DOT, Police). At this session, the Committee will have an opportunity to discuss current policy, DHCA's current authority and their practices and experiences. This memo also provides summary information on certain other Maryland jurisdictions' licensing requirements. Council staff requested Takoma Park participate in this panel so that the Committee can hear about their experience with an inspection program for single family rentals and a program to license room rentals (group house).

Another significant concern is parking and what happens in communities with little or no off-street parking when the residents of single-family homes have multiple vehicles. The occurrence of multiple vehicles does not only apply to rental homes, many households have more than one or two cars. However, this issue has been raised in the context of rental homes. Council staff recommends that if the Committee is interested, parking should be a joint meeting with the Transportation and Environment Committee as there are issues about how parking is allowed on narrow streets and programs that restrict parking. Police should also participate to discuss enforcement of things like long-term parking, parking of commercial vehicles, and requirements for vehicle registration to be at a specific address.

Montgomery County

Montgomery County requires homeowners who rent out an entire house or condominium to obtain a rental license. The following is information on rentals in FY19:

- In FY19 DHCA licensed 19,502 single family homes and 10,462 condominium units as rentals.
- Rental licenses are renewed in July of each year.
- In any given year there are properties that renew, properties that stop being rentals, and property owners who seek a license for the first time. In FY19, there were 2,051 first-time licenses, the monthly workload for new licenses ranged from 115 in February to 300 in July.
- There is no requirement for a license if an owner rents one or more bedrooms and the property is the owner's primary resident, so the number of room rentals is unknown.

Licensing Requirements and Process

The owner of a dwelling unit must obtain a rental housing license before operating the dwelling unit as rental housing. If the owner is a corporation, the corporation must be qualified to do business in Maryland under state law. If the owner does not live in the State of Maryland or uses a P.O. Box for their primary address, the owner must certify to the Department the name, address and telephone number of an agent who resides in Maryland and is qualified to accept service of process on behalf of the owner. (Agent cannot be a tenant)

Rental housing does not include: (a) any transient housing, such as a guest room in an apartment hotel, boarding house, tourist home, inn, motel, hotel, school dormitory, hospital, or medical facility; or (b) any housing operated for religious or eleemosynary purposes.

There are two classes of rental licenses for single-family dwelling units. The first is a Class 2 rental housing license which is required for each single-family dwelling unit operated as rental housing (Class 1 is multifamily or special exception accessory dwelling unit). A Class 3 license is required for each single-family residence with an accessory dwelling unit that does not have a special exception approved before May 20, 2013. The annual fees for 2019 are:

\$114 for single family, townhouse, Back-to-Back, Duplex, Quadraplex
\$ 64 for Garden-Style Condo, High-Rise Condo, and Piggyback Townhome

The Director must not issue or renew a rental housing license for a dwelling unit in a common ownership community unless the owner certifies that the common ownership community fees for the dwelling unit are no more than 30 days past due. If a common ownership community decides to charge a fee to certify that the common ownership fees for a dwelling unit have been paid, the fee must be no more than \$25. The Director can deny, suspend, or revoke a license if the governing body of a common ownership community submits proof of unpaid common ownership community fees for the dwelling unit.

Properties owners must comply with Maryland Department of the Environment Lead Protection requirements and provide certificates as needed. This is a part of the County's application (©7) and the application also includes a Lead Poisoning Prevention Checklist (©8-9).

Property owners who fail to license a rental dwelling unit are subject to the issuance of a Class "A" Citation which carries a \$500 fine.

Definition of a Household – Montgomery County

The definition of a household is the standard that DHCA uses to determine whether a rental property is being appropriately occupied. The definition of "Household" is found in Chapter 59 of the County Code which is the Zoning Ordinance. A "Household" is not necessarily the same as a "Family." The Zoning Ordinance also includes a definition of an Immediate Family Member. However, these are separate, and a person does not have to be an "Immediate Family Member" to be a part of a related "Household."

Household: A person living alone, or any one of the following groups living together as a single housekeeping unit and sharing common living, sleeping, cooking, and eating facilities:

1. any number of people related by blood, marriage, adoption, or guardianship;
2. up to 5 unrelated people; or
3. 2 unrelated people and any children, parents, siblings, or other persons related to either of them by blood, adoption, or guardianship.

Household does not include any society, club, fraternity, sorority, association, lodge, federation, or like organization; any group of individuals whose association is seasonal in nature; or any group of individuals who are in a group living arrangement as a result of criminal offenses.

Immediate Family Member: A person's parent, spouse, child, or sibling.

When DHCA responds to a complaint about the number of people living in a home, they may inquire about the relationship of the people. However, if the people in the home indicate that they are related there is generally not any requirement for proof of relationship. For example, six cousins could live in a home if there is adequate square footage and people are sleeping in places that meet safety standards. A Household may be multi-generational. There are sometimes concerns that more than one “family” is living in a single-family home, but in fact all the people are related.

In an owner-occupied home when no rental license is required, the owner does not have to allow DHCA access into the home and may refuse. When a license is required, access for inspection is one of the requirements the owner agrees to. DHCA reports that it is able to access homes that it is seeking to inspect more than 95% of the time; however, there are a small number where access is denied. DHCA will make arrangements to meet an owner outside of normal business hours if that is the barrier.

Questions may arise when there is a combination of family members and rooms rented to unrelated people. For example, in a five-bedroom house the parents and children could occupy two bedrooms and then rent the other three bedrooms to up to five unrelated people if there is adequate square footage and safety requirements are met (see next section).

There is a specific limitation of not more than two residents older than 18 years in an accessory dwelling unit. There can be no other rentals (room rental, short-term rental) at the same property.

Residents also have questions about who else may reside in a home that has a license from DHHS for a short-term rental. In addition to the owner and family, there may be no more than six people aged 18 years and older and no more than 2 persons 18 years or older per bedroom. (Again, there must be adequate square footage).

Housing and Building Maintenance Standards

County Code, Chapter 26, Housing and Building Maintenance Standards provide the extensive requirements for housing that include total space requirements, space requirements for bedrooms, ceiling height for habitable space, and standards for things such as electricity, heating, kitchens, egress.

The following are the main requirements that come into play when DHCA is determining whether there is adequate space in a home for the number of people who are living there. The

owner of the home is responsible for compliance with these rules. These rules apply to all homes – not just rentals.

Floor area, dwelling unit. Every dwelling unit must contain at least 150 square feet of floor area for the first occupant and at least 100 additional square feet of floor area for every additional occupant. The floor area of that part of any room where the ceiling height is less than 5 feet or where the room width is less than 7 feet must not be considered in computing the habitable space of the room to decide its maximum permissible occupancy.

Floor area, sleeping. In every dwelling unit of 2 or more rooms, every room occupied for sleeping purposes by one occupant must contain at least 70 square feet of habitable space, and every room occupied for sleeping purposes by more than one occupant must contain at least 50 square feet of habitable space for each occupant. However, in a mobile home every room occupied for sleeping purposes by one occupant must contain at least 50 square feet of habitable space; by 2 occupants, at least 70 square feet of habitable space; and by more than 2 occupants, at least an additional 50 square feet of habitable space for each additional occupant.

Ceiling height. At least one-half of the floor area of every habitable room must have a ceiling height of at least 7 feet.

Homes with a sufficient amount of habitable space and appropriate sleeping area can house a large household if they meet size and safety standards. Overcrowded is not simply based on the number of people and number of bedrooms.

Bedroom for one person:	70 square feet minimum	(7x10 or equal)
Bedroom for two people:	100 square feet minimum	(10x10 or equal)
Bedroom for three people	150 square feet minimum	(12x12' 6" or equal)
Bedroom for four people	200 square feet minimum	(15 x 13' 4" or equal)

There is no definition of a "bedroom" in Chapter 26 and so questions also arise if people are sleeping in a room that is not a traditional bedroom. The key to a sleeping area is adequate size and appropriate egress to the outside for safety. This could be a den or a living room area if these conditions are met; but it could not be a room without a window or door that leads to the outside. Certain rooms, such as a recreation room or a workshop are not habitable space.

Coordination When a Complaint is Received

Residents are directed to call 311 or register their concern or complaint online. However, some residents have voiced concern that a complaint may not be directed to all the departments that may have a role in resolving the issue and the caller is not able to find out where the complaint went. For example, if someone calls with a concern that a house is unlicensed but is leaving trash in bags at the curb for several days, is the call being directed to DHCA and DEP? Or, in the case of a concern about a property that appears to have both long-term and short-term rentals, does the call get directed to both DHCA and DHHS?

DEP and DHCA have a current working model or MOU of who is responsible as the lead agency for various complaints where there is some overlap in jurisdiction. The Committee

should discuss with DHCA how investigation and resolution of complaints is coordinated with other departments.

Information from Other Jurisdictions and Discussion Issues

The remainder of this memo provides information on how certain other jurisdictions approach licensing or registration of single-family homes or individual room rentals. The Committee can discuss the Takoma Park program with Ms. Wiggins of the City's Housing and Community Development. The Committee may want to consider the following questions:

- Should single-family homes be inspected at the time the initial license is approved?
- Should there be a structure for periodic follow-up inspections and, similar to the multi-family program, could the timing for inspections be based on the history of code compliance? Could this be every three years for single-family homes without a history of serious or a high number of violations? Could it be longer, such as every five years?
- Could the renewal application have additional checklists for things such as limits on the number of residents, requirements for sleeping areas, smoke detectors, carbon monoxide detectors, rules about trash disposal or lawn maintenance that the owner would attest compliance? This could provide a way to remind owners of their responsibilities in between inspections.
- Should there be a license or registration for room rentals? If so, should there be an inspection at the initial application?
- Should there be a limit to the number of room rentals (such as no more than three rooms) or a limit based on the overall number of occupants in the home?
- Should there be a web-based education program for owners of single-family rental properties that is either mandatory or voluntary?

With regard to the rental of a non-owner-occupied single-family home or condominium, Council staff supports the development of a plan to at least inspect these homes at the time of the initial licensing, with a phased-in plan to inspect those that are renewals. In Council staff's view this at least ensures that when the property is first rented an inspector has reviewed basic safety requirements, such as egress from bedrooms, working appliances, smoke and carbon monoxide detectors, etc. The Committee should recognize that this is a significant undertaking as the County has over 29,000 of these units. While Council staff prefers a model that uses County staff to perform inspections, the Committee will see that Baltimore County requires the homeowner to contract with a licensed private inspector who must submit a compliance sheet (page 9). It may be that some combination of these systems could be used in an initial phase while approving adequate DHCA staff to inspect homes with new applications.

Room rentals are a critical component of affordable housing in Montgomery County. Often, this is the only option for someone who can afford to spend only \$600 to \$800 a month on housing. Any limitations on room rentals should be carefully considered and there are good reasons to try to encourage more room rentals and house sharing under the right circumstances. It can help homeowners with limited incomes, add to affordable housing options for low-income residents, and for people living alone can provide company or improve safety by having more than one person in a house. However, there could be either some type of registry so that the County can better understand the number of room rentals and be able to provide homeowners with information on code requirements and best practices for renting, or a license like that in Takoma Park that has a lower cost and a longer duration.

Since the County does not know the number of room rentals, DHCA would need to do some estimates of the resources that would be needed for such a program, which could be substantial depending on whether an inspection is included. For both of these items, DHCA would need to plan and estimate the cost of additional capacity in its Licensing Program in addition to Code Enforcement/Inspections.

Summary of Jurisdiction Requirements

City of Takoma Park (attachments © 10-35)

A license and periodic inspection are required for all residential rentals

Single family home rental license is a two-year license. All homes are inspected, and any violation corrected prior to issuance of the license. There is a fee of \$109 for a two-year license. Depending on the findings at inspection, inspections occur annually or biennially.

Owner occupied houses where the owner rents one or more rooms must obtain a group house license. There is a fee of \$50 for a three-year license. Inspections occur every three years. Owners of condominiums who rent a bedroom must also register as group house.

All properties built before 1978 must comply with the Maryland Department of the Environment requirements regarding lead-based paint. A copy of the MDE certificate must be on file with the City before a license is issued.

All landlords or their registered agents must be certified by the City, which requires passing a web-based course (completion time about one to one and one-half hours).

The City of Takoma Park uses the same definition of Household as the County.

City of Gaithersburg (attachments © 36-38)

All owners of any occupied rental housing units must have a valid, unrevoked license issued by the city manager. A rental housing unit is any space in any building which for a consideration is made available to a person or persons for dwelling or lodging purposes. Rental housing

units may be contained within single units, semidetached, and multiple-unit dwellings, townhouses, urban cottages, mobile homes, rooming house, boarding house, dormitory, hotel, motel and apartment-hotel.

After receipt of a properly completed application and the required fee, the city manager or designee shall issue a rental housing or short-term rental license and shall cause an inspection to be made of the premises described in the application. The license shall be posted in a conspicuous place on the premises or maintained in the custody of the property manager.

An inspection is required for all rental housing units. When an inspection is required of a building containing more than two (2) dwelling units, the city manager or designee may designate the number of units to be inspected and how often.

The application fee for a Single-Family Rental License is \$150 with a \$50 reinspection fee for two failed or missed inspections.

The application fee for a Rooming House License is \$70 for five or fewer units and \$70 plus \$7 for each unit over five. There is a \$50 reinspection fee per unit for two failed or missed inspections.

The Gaithersburg Municipal Code includes the following definition of "Family." One or more persons occupying a single housekeeping unit and using common cooking facilities; provided, that unless all members are related by blood or marriage, no such family shall contain over five (5) persons.

City of Rockville (attachments © 39-41)

Rental licenses are required for all privately-owned properties that are rented, single-family homes and condominiums. A license is not required to rent rooms in an owner-occupied house.

The license application fee is \$200, and it is valid for two years.

The City conducts inspections when issuing the license and on the two-year renewal cycle. Properties must meet all life/safety requirement and comply with MDE lead-based paint requirements.

The City of Rockville's definition of "Family" is similar to the County's definition of "Household":

An individual, or two or more persons, all of whom are related to each other by blood, marriage, domestic partnership, adoption, guardianship or other duly authorized custodial relationship, and not more than two (2) other unrelated persons as long as all of the occupants are living together as a single housekeeping group in a dwelling unit; or

A group of not more than five (5) persons who are not collectively related to each other by blood, marriage, domestic partnership, adoption, guardianship, or other duly authorized custodial relationship, and are living together as a single housekeeping group in a dwelling unit.

As with the County, the owner of an owner-occupied house could rent bedrooms to up to five unrelated people if space and safety requirements are met.

No license may be issued for an accessory apartment where another rental residential use exists on the same lot.

Baltimore County (attachments © 42-55)

All buildings or portion of a building that contain one to six dwelling units intended or designed to be rented for living purposes must be registered and licensed with Baltimore County.

There are certain exemptions. To qualify for the Family Exemption, the rental must only be occupied by a person related as a grandparent, parent, child or grandchild by blood, marriage or adoption or under the legal custody of the owner of the unit. In addition, one unrelated adult may also occupy the unit.

The home does not have to be licensed if only one unrelated adult also occupies the unit.

The fee for an owner-occupied home with one or two tenants is \$48 per unit and for a non-owner-occupied home is \$60 per unit. Rental license is valid for three years.

All properties must be inspected by a home inspector licensed by the Maryland Department of Labor, Licensing and Regulations. The County provides an inspection sheet. The County does not use County staff to complete these inspections. If the owner is required to have an inspection under Section 8 HUD requirements, they may provide a copy and do not have to have a separate inspection.

MDE lead paint inspection is required but can be combined with the general inspection of the inspector is licensed to perform both.

Howard County (attachments © 56-63)

Every dwelling not occupied by the owner or owner's immediate family must be licensed.

License is required if more than one boarder, roomer, or renter occupies the dwelling with the owner.

Out of State owners must designate a local agent.

After the license application and fee have been filed, the owner is sent a letter to contact the Housing Inspector to arrange for inspection of the unit. Occupancy is prohibited until the unit has been inspected and the license has been approved.

Fee for single unit (includes detached or attached single-family home or condominium): \$93.50

Fee for a Rooming Unit (single sleeping room): \$55.00 per room. Two or more rooms require a license.

License is valid for two years.

All properties built before 1978 must provide a physical copy of the Maryland Department of the Environment lead certification, which must be kept current.

Form asks if the property is in a Home Owners Association or Condo Association, if yes, the applicant is certifying that they are current with fees and there is not outstanding final adjudication for failure to pay fees.

Attached to this memo

©

Montgomery County DHCA:

Single-Family, Townhome, and Condominium License Procedures 1-2

Frequently Asked Questions 3-5

Rental Housing License Application (Single Family and Condominium) 6-7

2019 Annual Lead Poisoning Prevention Checklist 8-9

City of Takoma Park:

Rental Housing Licensing overview information 10-13

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Owner Occupied Group House overview information 16-18

Owner Occupied Group House Registration 19-20

Landlord Certification Instruction Manual 21-35

City of Gaithersburg

Rental Housing Overview 36

Rental Housing License Application (Single Family and Condominium) 37

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City of Rockville

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Department of Housing and Community Affairs

Contact Us | Locations & Hours



Single-Family, Townhome and Condominium License Procedures

Go to Multi-Family
Properties or Accessory
Apartments

Who must be licensed?

Montgomery County Code Chapter 29 requires all residential and multifamily property owners obtain a rental housing license *before* their property may be rented or advertised for rent.

- Rental Housing Licenses are effective for one year from July 1st through June 30th.
- Check if property is licensed on **eProperty Data Mining**
- **Report unlicensed rental property**
- Owners must **notify the Licensing and Registration office** when they no longer rent or sell the rental property

What is required to receive a Rental Housing License?

- Complete online **Rental Housing License Application** (requires AccessMCG account)
 - Complete all contact information for owner(s), Administrative Agents or Management Contacts
 - Corporation Owners must include all contact information for General Partner(s) with at least 5% interest in corporation.

- Trusts Ownerships must include all contact information for Trustee(s).
- Owners who live outside of Maryland or who use a P.O. Box must designate a **Legal Agent** who lives in Maryland for service of process.
- Maryland **Lead Poisoning Compliance** is required for properties built before January 1, 1978
 - Annual MDE Registration for Tracking Number
 - Lead Poisoning Inspection Certificate
- Newly purchased properties must include HUD-1 form or Settlement Sheet with new owners' name(s).
- Pay **annual license fee** for each year or partial year property is rented
 - **Pay fees online** with credit card or ACH/eCheck (**How to Pay Online**)
 - **Pay fees by mail** with check or money order
 - Fees are not pro-rated for a partial rental period between July 1st - June 30th
- Owners cannot be more than 30 days past due on homeowners or condominium association fees

What if I forgot something or need to update my application?

- Rental License applicants may **login to their rental license accounts** to upload missing documents, update information or pay fees online (requires **AccessMCG** account)

Are there penalties for renting without a License?

- Any person who operates a rental property without obtaining a License is subject to a class A violation and may have to pay \$500 civil fines as a penalty.

Do I have to apply online?

- Applying online is the fastest and easiest way to obtain a rental license.
- If you are unable to apply online, you may print a hardcopy of the **Rental License Application** from our website.
- Complete all application information, attach required supporting documents and include a check or money order with the **rental license fee** and mail to:

DHCA Licensing and Registration, 1401 Rockville Pike, 4th Floor, Rockville, MD 20850

What if I have more questions?

- See **Frequently Asked Questions** or contact Licensing and Registration, via Montgomery County's MC311 service, at 311 (within Montgomery County) or (240) 777-0311.

eSubscription

MC Department of Housing and Community Affairs

Frequently Asked Questions (FAQs)

1. Who must be licensed?
2. I'm renting my home; do I need a rental license?
3. I have more than one rental property. Do I need to license each property separately?
4. Is this rental license annual?
5. Is the license fee prorated?
6. How do I know how much to pay?
7. What type of payment do you accept?
8. Who do I make the check payable to?
9. How do I apply and pay for a rental license?
10. How often do I have to pay the license fee?
11. How do I know when the license fee is due?
12. When will I receive my license?
13. What are the penalties for failing to license?
14. Do I have to hire an administrative agent or management company to handle my rental property?
15. Do I have to designate a legal agent if I'm renting my property?
16. Do I have to designate a resident agent if I'm renting my property?
17. What do I do if I sell my rental property? Do I get a refund of the license fee?
18. What does Montgomery County use the license fees to pay for?
19. Do the licensing laws apply in all areas of Montgomery County?
20. Are any units exempt from the licensing requirements?
21. I have an Accessory Apartment what do I do?

Who must be licensed? ①

Chapter 29 of the Montgomery County Code requires that owners of residential property be licensed before their property may be rented to someone else.

I'm renting my home; do I need a rental license? ①

Yes.

I have more than one rental property. Do I need to license each property separately? ①

Yes. Each rental property must be licensed separately.

Is this rental license annual? ①

Yes. The license is July 1 through June 30 of each year.

Is the license fee prorated? ①

No. You must pay the full license fee at time of licensing your rental property.

How do I know how much to pay? ①

Please see the Rental License Fee page:

What type of payment do you accept? ①

We accept checks, money orders, and cashier checks by mail. We accept credit/debit cards or electronic checks online.

Who do I make the check payable to? ①

Montgomery County, MD.

How do I apply and pay for a rental license? ①

The fastest and easiest way to apply for a rental housing license is with the Licensing and Registration Online Network. Sign up for a free AccessMCG account (or sign in to an existing AccessMCG account) and select Licensing and Registration Program to apply. Online payments are accepted by credit card and eCheck.

Hard copies of rental license application are available on our Forms page. Submit the completed application, along with a check or money order, by mail or in person to the DHCA office:

DHCA/Licensing and Registration Unit

1401 Rockville Pike, 4th Floor

Rockville, Maryland 20852

Renewal payments may be made online or sent to the PO Box listed on the renewal invoice.

How often do I have to pay the license fee? ①

Fees are annual. The annual license payment is due July 31.

Payments will not be processed online for Renewals until July 1.

How do I know when the license fee is due? ①

Invoices are automatically mailed each year. Payment is due July 31.

When will I receive my license? ①

License certificates are only issued to apartment complexes (because the certificate must be posted). Landlords can print their license from our web site by logging into the Licensing and Registration Online Network.

What are the penalties for failing to license? ①

Failure to license a rental property is a Class A Violation of the Montgomery County Code and violators will be issued a civil citation for \$500 and the license may be revoked.

Do I have to hire an administrative agent or management company to handle my rental property? ①

No. The rental property can be self-managed by the owner(s).

Do I have to designate a legal agent if I'm renting my property? ①

If you do not live in the state of Maryland or you use a P.O. Box for your primary address you must designate a "legal agent" for service of process. The legal agent must be in Maryland and agree to accept legal documents on behalf of the owner. A legal agent can be anyone other than the tenant.

Do I have to designate a resident agent if I'm renting my property? ①

Rental property owners who are incorporated are required to have a resident agent in Maryland.

What do I do if I sell my rental property? Do I get a refund of the license fee? ①

To update your License status go to www.montgomerycountymd.gov/DHCA/housing/licensing, then go to the Pay Bill or Manage MY Account section. Log into your AccessMCG account by clicking "[Change License status, update contacts or upload](#)" documents. Update the **License Status** to Exception and choose the **License Sub-Status** that applies.

List of License Sub-Status

- Foreclosing
- Not Renting
- Owner Occupied
- Sold
- Vacant for sale

No refund will be issued if the property was rented during any portion of that licensing year.

What does Montgomery County use the license fees to pay for? ①

License fees are used to support the landlord-tenant dispute resolution process as well as code enforcement activities.

Do the licensing laws apply in all areas of Montgomery County? ①

No. Rental properties located within the city limits of certain incorporated municipalities may need to be licensed by the respective city government. For further information, contact your local municipality.

- | | |
|------------------------|----------------|
| • City of Gaithersburg | (301) 258-6340 |
| • City of Rockville | (240) 314-8330 |
| • City of Takoma | (301) 891-7119 |
| • Town of Garrett Park | (301) 933-7488 |
| • Town of Laytonsville | (301) 869-0042 |
| • Town of Barnesville | (240) 415-1659 |

Are any units exempt from the licensing requirements? ①

Yes - there are two types of exemptions:

1. **Owner Occupied:** A unit may be exempt if someone who is a owner lives in the unit.
2. **Relative Occupied:** A unit may be exempt if it is occupied by a "relative" of the owner as defined by Chapter 29 of the Montgomery County Code.

I have an Accessory Apartment what do I do? ①

There is a separate application process for accessory apartments. For more information, go to the [Class 3 Accessory Apartments](#) page or contact the Licensing and Registration Unit at (240) 777-0311.

Management ☐

Agent/Management Name _____ *(Administrative Agent will receive all renewal bills)

Company Name: _____

Street Address _____

City _____ State _____ Country _____ Zip Code _____

Work Phone# _____ Cellular Phone # _____ Fax Phone # _____

Email Address: (Please Print)

[illegible]

***Resident or Legal Agent:**

*** * * * * Legal Agent REQUIRED – If owner does not live in the State of Maryland or using a PO Box * * * * ***

Resident/Legal Agent Name _____ (Must be any Maryland Resident – Cannot be Tenant)

Company Name: _____

Street Address _____

City _____ State MD Zip Code _____

Work Phone# _____ Cellular Phone # _____ Fax Phone # _____

Email Address: (Please Print)

[illegible]

Legal Agent's Signature Required _____ **Date** _____

**MARYLAND DEPARTMENT OF ENVIRONMENT (MDE)
LEAD POISONING PREVENTION**

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 *Article 24, Political Subdivisions, 19-103*]

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? YES ☐ NO ☐

Tracking #: _____

If NO, contact MDE 1-800-633-6101 to register.

3. Is the registration current? YES ☐ NO ☐

4. What is the Lead Inspection Certificate # for current tenancy: _____

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.

AUTHORIZED SIGNATURE OF APPLICATION LICENSE:

- ☐ By my signing this application, I am the owner or have authorization to sign on behalf of the owner. I understand that falsifying information can result in having this rental license application denied and the property will not be licensed to rent. I affirm under penalty of perjury that the information on this application is true to the best of my knowledge and belief. I also understand that if there are changes in property ownership, owner address, or agent/contact information that I must notify MC/DHCA Licensing and Registration within 10 day of the change. I also understand penalty can be assessed in a civil citation of \$500 if the rental property is not licensed.

X _____ **Date** _____
Authorized Signature

Print or Type Name of Person Signing

Please note: 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.



DHCA, Licensing & Registration Unit
1401 Rockville Pike, 4th Floor, Rockville, MD 20852
Fax: 240-777-3699 or Phone 240-777-0311

2019 ANNUAL LEAD POISONING PREVENTION CHECKLIST

LICENSE # _____

PROPERTY ADDRESS: _____

Required

*This form must be filled out annually or rental license will not be renewed.
Do Not Send Fees or Maryland Department of Environment Registration Application*

DUE DATE: APRIL 30, 2019

Maryland State law requires that all owners of residential rental property built before January 1, 1978 comply with the State Lead Poisoning Prevention requirements by providing proof of registration and a copy of the Lead Paint Certificate when applicable.

- **PLEASE READ INSTRUCTIONS ON BACK BEFORE COMPLETING THIS FORM**
- **Questions regarding Lead Poisoning Prevention and Compliance** should be directed to the Maryland Department of the Environment (MDE) by email at MDE.LeadReg@maryland.gov or by telephone at 800-633-6101 or 410-537-4199.
- **Questions regarding the Annual Lead Poisoning Prevention Checklist** should be directed to the Department of Housing and Community Affairs, Licensing and Registration Unit by telephone at 240-777-0311.

1. What is the current Maryland Department of Environment (MDE) Tracking number?

Seven Digits including leading 0

1a. Is this rental property registered on MDE's Lead Rental Registry? Y ☐ N ☐

2. When did the current tenant(s) move in? Date ____/____/____ (MM/DD/YYYY)

3. What type of Lead Paint Inspection Certificate was received?

Lead Free ☐ Limited Lead Free ☐ Full Risk Reduction ☐ Modified Risk Reduction ☐

4. What is the current Lead Paint Certificate number?

5. Date of last Lead Paint Inspection for the rental property? Date ____/____/____ (MM/DD/YYYY)

Thank you for completing the Annual Lead Poisoning Prevention Checklist

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/legal agent contract information that I must notify the Department of Housing and Community Affairs, Licensing and Registration Unit within 10 days of the change.

x
Authorized Signature (required)

Date

Print Name of Person Signing

OWNER CHECKLIST (All sections have been completed):

- | | |
|--|---|
| <input type="checkbox"/> MDE Tracking Number provided | <input type="checkbox"/> Type of Lead Paint Inspection & Certificate Number |
| <input type="checkbox"/> Date Current Tenant(s) moved in | <input type="checkbox"/> Date of last Lead Paint Inspection |
| <input type="checkbox"/> Enclosed Photocopy of Lead Paint Certificate(s) | <input type="checkbox"/> Signed and Dated Checklist |

2019 ANNUAL LEAD POISONING PREVENTION CHECKLIST INSTRUCTIONS

Question 1: What is the current Maryland Department of Environment (MDE) Tracking number?

In order to register a property on the Maryland Department of the Environment (MDE) Lead Rental Registry, first obtain an owner tracking number if you do not already have one. Then register each rental unit built before 1978, unless it has a certified lead free or limited lead-free certificate. To obtain an owner tracking number, renew currently registered rental units, or register additional units, please contact MDE by email at mde.leadreg@maryland.gov or call (800) 776-2706 or (410) 537-4199. All Lead Rental Registry registration and renewal fees must be sent to MDE.

Question 2: When did the current tenant(s) move in?

Enter the date that the current tenant moved into the rental unit.

Question 3: What type of Lead Paint Inspection Certificate was received?

Inspection Categories	
Lead Free	One Time Only
Limited Lead Free	Reinspection of exterior required within two years from date of last inspection.
Full Risk Reduction	When there is a change in tenancy. <ul style="list-style-type: none">• Dust Inspection
Modified Risk Reduction	Triggered by a Notice of Defect of paint condition or other triggering conditions. <ul style="list-style-type: none">• Visual and Dust Inspection

Question 4: What is the current Lead Paint Certificate number?

The Lead Paint Risk Reduction Inspection Certificate number is usually printed at the top right-hand corner after **Inspection Certificate Number**.

Question 5: Date of last Lead Paint Inspection for the rental property?

Enter date of the last date the rental property was inspected by an MDE accredited inspector (This date is listed on the bottom section of the Lead Paint Inspection Certificate).

***If your rental property was built between 1950 and 1977 and your current tenant moved in prior to January 1, 2015, a copy of the Lead Paint Inspection Certificate is not required at this time. Once the tenant has moved out, the rental property must be inspected for lead paint compliance and a current copy of the Lead Inspection Certificate must be scanned and uploaded to the Department of Housing and Community Affairs, Licensing and Registration Unit.**

The Annual Lead Poisoning Prevention Checklist must be submitted by *Tuesday, April 30, 2019*. If you have any questions regarding the Checklist, please feel free to contact the Licensing and Registration Unit at 240-777-0311.

Active Alerts

Government > Housing and Community Development > Rental Housing > Rental Housing Licensing

RENTAL HOUSING LICENSING

The City of Takoma Park requires the licensing of all rental housing.

There are three types of rental housing licenses issued by the City of Takoma Park – annual, biennial, and temporary. The most frequently issued license is the annual license, which is valid for a 12-month period and runs from January 1 through December 31.

Rental Housing Licensing Requirements

The following is a summary of the general licensing requirements found in Takoma Park Code Chapter 6.08 Rental Housing Licenses.

1) Rental Housing License Application

A license application must be completed prior to the issuance of a new rental housing license, the renewal of an existing license or the transfer of an existing license to a new property owner.

Application for New Rental License (PDF)

In order to renew an existing License, a renewal application must be submitted online.

2) Rental Housing License & Transfer Fees

A license fee, based on the number of rental units in the property, must be paid in full prior to the issuance or renewal of a required license. The fee is established on an annual basis and cannot be prorated or waived. A transfer fee is required when transferring ownership of a rental property. The license fee for 2018 is \$109 per unit.

3) Lead Poisoning Prevention Compliance

State law and the Maryland Department of the Environment (MDE) lead poisoning prevention regulations require the registration and/or certification of all rental housing properties built before 1978. All rental properties must be registered with the MDE and a copy of the MDE Certificate of each individual rental unit must be on file with the City before a license will be issued.

MDE Registration Information

Choose the certification type that is right for your property

4) Property Inspection

The City Code requires the inspection of all rental units to ensure compliance with the City's Property Maintenance Code. Inspections are conducted by Montgomery County's Department of Housing and Community Affairs (DHCA). Identified code violations must be corrected before a license will be issued by the City. The City will request an initial inspection from the County upon receipt of a completed Rental Housing License Application and fee payment. Rental property owners and managers will be contacted directly by County inspectors when it is time for the annual or biennial re-inspection.

Failure to correct the identified violation in a timely manner may result in the issuance of a citation, and a fine and/or the revocation or suspension of an existing rental housing license.

Inspection Checklist: Review these property maintenance guidelines before your inspection

Carbon Monoxide Detector Requirements

5) Landlord Certification

The owners of all rental housing properties — or their registered agents — are required to be certified by the City prior to the issuance of any rental housing license. The certification process is designed to provide landlords and their agents with a working knowledge of the laws governing the management, operation, maintenance and sale of rental housing property in Takoma Park.

Landlord Certification is obtained by passing a web-based course. Average completion time is between 1-1.5 hours, and participants may stop at any time and resume later. Follow the links below to access the course and display the

instructions. ***Please note you will need to use the "Register Yourself" option to set up an account before you will be able to sign in to the course.***

Landlord Certification Course Instructions

You are welcome to visit the HCD office to take the course on a public computer, or use the Library's computer center on the second floor.

Certification remains valid for a period of three years, at which point it must be renewed. In order to renew a rental housing license , it is **required that you have a current certification.**

Resources

Takoma Park Rental Housing License Renewal Process

License renewal applications are submitted online through the Housing Portal at <http://www.tprents.takomagov.org/>.

To obtain your user ID and password, please contact the Housing and Community Development Department at 301-891-7119. If you own more than one rental facility, a separate renewal application must be submitted for each property. The password for each property is unique.

For more detailed instructions please reference the Login Instructions Takoma Park Rental Housing License Renewal Process document.

Links to City, County and State Code

The links below will assist in preparing for inspections of rental properties, provide specific information about lease requirements and landlord-tenant relations, and can be used to answer the questions on the Landlord Certification Exam.

Montgomery County Code Chapter 26

Takoma Park Code Chapter 6

Maryland Code Real Property Title 8 Landlord and Tenant

Forms

Takoma Park Residential Lease

Application to Transfer/Modify/Discontinue License



City Of Takoma Park | 7500 Maple Avenue | Takoma Park, MD | 20912

Phone: 301-891-7100 | Fax: 301-270-8794

City of Takoma Park, Maryland

RENTAL HOUSING LICENSE APPLICATION

Copy to Finance	_____
DHCA	_____
Housing	_____

A property owner must obtain a license prior to operating a rental facility within the City of Takoma Park. This licensing requirement applies to ALL rental facilities regardless of their size, occupancy status, or ownership. Licenses are issued on a calendar year basis and expire on December 31 of any given year (*Takoma Park Code Sec 6.08*).

LICENSE INFORMATION				
Street Address of Rental Facility	License Number		Is this a New	
	Number of Rental Units		Rental Facility?	
YES NO				
OWNER INFORMATION				
Legal Owner(s)				
Type of Ownership (Please check one)	Individual	Trust / Estate	Gen Partnership	Corporation
Owner's Mailing Address				
Name of Primary Contact				
Telephone (Days)	()	Cell Phone	()	
Telephone (Evenings)	()	Email Address		
EMERGENCY CONTACT INFORMATION				
Emergency contact information is required for ALL rental facilities. Owners are required to identify an individual - other than themselves - who is authorized to act on their behalf in the event they are unavailable or otherwise unable to respond in case of an emergency. (<i>Takoma Park Code Chapter 6.16.050(J)</i>)				
Name of Emergency Contact				
Mailing Address				
Telephone (Days)	()	Cell Phone	()	
AGENT INFORMATION				
ALL NON-MARYLAND resident property owners and ALL corporate, limited liability company, or other entity property owners such as a trust, are required by law to designate a MARYLAND BASED agent who is qualified to accept notices and service of process on behalf of the owner. (<i>Takoma Park Code Section 6.08.020A(1)</i>)				
Name of Agent				
Mailing Address				
Telephone (Days)	()	Cell Phone	()	
Telephone (Evenings)	()	Email Address		

Please complete reverse side of this application form

BUILDING INFORMATION

Total number of dwelling units in the building regardless of occupancy or rental status	
Number of unit(s) in the building that are occupied by the owner - Unit # _____	
Number of dwelling units to be licensed	

LANDLORD CERTIFICATION

The property owner or the management agent must have a valid Takoma Park Landlord Certification.

Expiration Date of Certificate

RECYCLING COLLECTION

Provided by the City of Takoma Park? (TP Code 10.12.010)

YES

NO

If NO, name of provider.
(TP Code 10.12.030)

LICENSE FEE / TRANSFER FEE

A fee charged per rental unit must be paid prior to the issuance of a license. Fees are nonrefundable and are not prorated in the event that a license is issued after January 1 or the number of rental units in a rental facility decreases during the calendar year. A transfer fee of \$75 is required in the event a property is sold during the licensing period.

MARYLAND LEAD CERTIFICATION REQUIREMENTS

The property must be in compliance with all applicable provisions of Annotated Code of Maryland, Title 6, Subtitle 8, *Reduction of Lead Risk in Housing*, as amended. For more information, please contact the Maryland Department of the Environment at 800-633-6101 EXT 3825, 410-537-4199 or online at <http://mde.maryland.gov/> **A COPY OF YOUR CERTIFICATION MUST BE ON FILE WITH THE CITY OF TAKOMA PARK'S HOUSING & COMMUNITY SERVICES DIVISION.**

INSPECTION REQUIREMENTS

Newly Licensed Rental Facilities: Before a rental housing license can be issued for the initial rental of a rental facility or any rental unit, the rental facility must be inspected for compliance with the City's property maintenance code. Code deficiencies must be corrected before a license can be issued.

Currently Licensed Rental Facilities: An inspection is not required for the renewal of an existing license, however, the rental facility and all rental units must be inspected during the term of the license. Failure to abate identified code deficiencies may result in the revocation or suspension of the rental license.

CERTIFICATION

I hereby affirm that I am either the owner of the above referenced property or am authorized to act on behalf of the owner and that all of the information contained herein is true and correct to the best of my knowledge. I certify that I am in compliance with all of the five licensing requirements set forth above and understand that in the event there are any changes in ownership of this rental facility, its management, or rental status, I am required by law to notify the City of Takoma Park within 15 days of the change (*Takoma Park Code Chapter 6.08.050*).

Signature

Name (Print)

Date

The completed application form must be submitted to the City of Takoma Park Housing & Community Services Division
7500 Maple Avenue, Takoma Park, MD 20912 (301.891.7255 / FAX 301.270.4568 / email pattim@takomaparkmd.gov).

Active Alerts

Government > Housing and Community Development > Rental Housing > Owner Occupied Group House

OWNER OCCUPIED GROUP HOUSE

The City of Takoma Park requires the registration of all Owner Occupied Group Houses.

Owner Occupied Group House Application

Owner Occupied Group House Application

About Owner Occupied Group Houses in Takoma Park

An Owner Occupied Group House is defined as a single family dwelling that is occupied by the owner or a family member as their primary residence and by one or more non-related individuals who pay rent or share in the costs of utilities. The kitchen, bathrooms and common areas are shared by everyone living in the house. The registration process is designed to ensure that the house is safe for all of the occupants.

Do Takoma Park's Landlord Tenant Laws apply?

Individuals living in a owner occupied group house do not come under the jurisdiction of the City's Landlord-Tenant Relations Law. Occupants of these units are instead protected under Title 8 of the Real Property Article of the Annotated Code of Maryland. Residents of owner-occupied group homes may file complaints directly with the District Court of Montgomery County.

How to Register an Owner Occupied Group House in Takoma Park

Application forms are available online or upon request from the Housing and Community Development Department.

The completed application form and a \$50.00 registration fee must be submitted to the Department within 30 days of the initial operation of the group house. Applications for renewal of an existing registration must be completed within 30 days of the expiration.

Following the submission of the completed application and the required registration fee, the City will schedule a date and time for the inspection of the house. The inspector will walk through the house with the owner to verify that there are no serious life safety code violations present at the time of the inspection. If any violations are identified, the owner will be given a reasonable amount of time, generally 30 days depending upon the severity of the problem, to correct any violation. All identified life safety code violations must be corrected before a Certificate of Registration will be issued.

Once issued, the Certificate of Registration is valid for a period of three calendar years, expiring on December 31st of the third calendar year.

Inspection Requirements for Owner Occupied Group Homes

The City Code requires the inspection of Owner Occupied Group Houses to ensure compliance with basic life safety codes. Inspections are conducted by the Department of Housing and Community Development. Identified code violations must be corrected before a certificate of registration will be issued. Failure to correct the identified violation(s) in a timely manner may result in the issuance of a citation and a fine.

During the inspection, the City inspector will walk through the house with the owner to verify that the following requirements have been met:

Smoke and Carbon Monoxide Detectors: Smoke alarms and Carbon Monoxide Detectors, either hard-wired or 10 year tamper-proof, are installed on the ceiling of every level of the home and both inside and outside bedrooms.

Cooking Facilities: The house is equipped with a stove, a refrigerator, shelves for dry food storage and adequate work surface for food preparation. Stove must have a vertical clearance above the cooking top of at least 30 inches.

Sanitation Facilities: Sanitary facilities are located within the house, easily accessible by all occupants, in proper operating condition, and adequate for

personal cleanliness and disposal of human waste.

Bedrooms/Sleeping Rooms: All bedrooms and sleeping rooms have at least one operable outside window or an exterior door that provides a safe unobstructed means of escape and which can be approved for emergency egress or rescue. If bedroom or sleeping room is on the second floor or a lower level, a door or stairway with a handrail and a clear path to the outside is also required.

Window Bars: Escape windows have not been barred except with breakaway bar systems approved by the Montgomery County Fire Marshall.

Door Hardware: Every exterior door, door hinge, and door latch is maintained in good condition. A keyed door lock has been installed on the outside of individual bedroom doors. The use of double-cylinder dead-bolt locks on any exit door or individual bedroom door is prohibited.

Fire Hazards: The house is free of general fire hazards, including but not limited to the accumulation of combustible materials near a furnace or water heater and the storage of excess belongings which block fire exits.



City Of Takoma Park | 7500 Maple Avenue | Takoma Park, MD | 20912

Phone: 301-891-7100 | Fax: 301-270-8794

City of Takoma Park, Maryland

2018 Owner Occupied Group House Registration

An Owner Occupied Group House is a single family dwelling occupied by the owner and by one or more other non-related individuals who have an obligation to pay rent, utilities, or provide other consideration to the owner for such accommodations. Occupants share cooking and sanitation facilities and common living areas (*Takoma Park Code Sec 6.04.030*). A property owner must obtain a Certificate of Registration prior to operating an owner occupied group home within the City of Takoma Park. Certificates are issued on a calendar year basis and expire on December 31 of any given year. Certificates are valid for three calendar years. (*Takoma Park Code Sec 6.08.120*).

PROPERTY INFORMATION

Street Address of Owner Occupied Group House

OWNER INFORMATION

Legal Owner(s)			
Owner's Mailing Address			
Name of Primary Contact			
Telephone (Days)	()	Cell Phone	()
Telephone (Evenings)	()	Email Address	

OCCUPANT INFORMATION

Total number of occupants in the building other than the owner or owner's family.

REGISTRATION FEE

A fee of \$50.00 per property must be paid prior to the issuance of a registration certificate. Fees are nonrefundable and are not prorated in the event that a certificate is issued after January 1.

INSPECTION

All properties must be inspected to verify that no serious life safety code violations exist prior to the issuance of the Certificate of Registration. All identified life safety code violations must be corrected by the established re-inspection date set by the code official.

CERTIFICATION

I hereby affirm that I am either the owner of the above referenced property and that all of the information contained herein is true and correct to the best of my knowledge. I certify that the property is owner occupied and I am in compliance with all of the registration requirements set forth above.

Signature			
Name (Print)		Date	

The completed registration form must be submitted to the City of Takoma Park Housing and Community Services
7500 Maple Avenue, Takoma Park, MD 20912 (301.891.7255 / FAX 301.270.4568 / email pattim@takomaparkmd.gov).

HCD Office Use Only

Registration Received _____

Registration Number _____

Bill Paid _____

Initial Inspection _____

Inspection Passed _____

Registration Issued _____



Landlord Certification Instruction Manual

Patricia Mallin,
Licensing Specialist
CITY OF TAKOMA PARK
[February 2019]



City of Takoma Park

Landlord Certification Instruction Manual

Landlord Certification

Registering for the Course

Start at this page: [Rental Housing Licensing](#) and then select: "[Landlord Certification Course](#)"

This part only needs to be done once:

Select "register yourself"

- Complete the form on the Contact Detail page.
- Fill in first and last name, email, phone, and select and confirm your password
- Enter the address of your rental property and identify yourself as either property owner or manager.

The screenshot shows a web form with two main sections. The top section, titled 'Contact Detail', contains fields for 'TKPK' (with a person icon), 'Middle name', 'Tester' (with a person icon), email (pre-filled with 'tkpktester@gmail.com'), phone (pre-filled with '(301) 891-7255'), 'Password *' (with a lock icon), and 'Confirm password *' (with a lock icon). The bottom section, titled 'Rental Property Address', contains a location pin icon followed by '5678 Secondary Street', a house icon followed by 'Apt/Unit', a dropdown menu for 'Takoma Park', a dropdown menu for 'Maryland', a dropdown menu for '20912', and a dropdown menu for 'Owner' (with a person icon). Below these fields is a button labeled 'Add another Property'. At the very bottom of the form is a large 'Submit' button.



City of Takoma Park

Landlord Certification Instruction Manual

- If you own or manage more than one Takoma Park rental property, select the green "Add Another Property" button and repeat process until all of your properties are entered.

The screenshot shows a web form titled "Rental Property Address". It contains two identical sections for entering property information. Each section starts with a location pin icon followed by a text field containing "5678 Secondary Street". Below this is a house icon followed by a text field containing "Apt/Unit". Then there are two dropdown menus: the first is labeled "Takoma Park" and the second is labeled "Maryland". Below these are two more dropdown menus: the first is labeled "20012" and the second is labeled "Owner" with a person icon. Between the two property sections is a green button labeled "Add another Property". At the bottom of the form is a blue button labeled "Submit".

- Click on blue **"Submit"** button.
- Click on blue **"Continue"** button.

Check your email for a verification message. Click the link in the message and you'll be logged the rest of the way in to the system.



City of Takoma Park

Landlord Certification Instruction Manual

Click on the LLCert: Landlord Certification course and then the blue "Enroll Me" button

Enrollment options



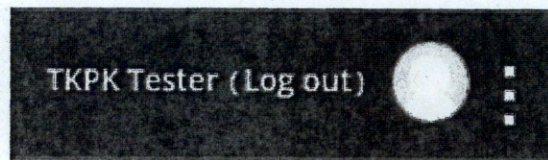
LLCert : Landlord Certification
Course category: City Of Takoma Park
Teacher Name: Patti Mallin
Start Date: Wednesday, 15 August 2018, 12:00 AM

▼ Self enrollment (Student)

No enrollment key required.

Enroll Me

This takes you into the course. At any point you can log out (use the option at the top right) and log back in when you are ready to continue.





City of Takoma Park

Landlord Certification Instruction Manual

In the future, go to the same starting page: "[Landlord Certification Course](#)" and just fill in your email address and the password you selected and click the blue "Submit" button, click on the landlord certification course, and you'll go right in. You may wish to bookmark this page.

Don't have account?

Email Address

Password

☐ Remember me

[Forgot Password?](#)

Submit

Course Overview/Quick Start

- There are eleven sections in the Landlord Certification course (owners or managers of only accessory apartments or single family homes may skip sections 8 and 9, Rent Stabilization and Tenant Associations)
- Each section concludes with a five question quiz which must be passed with a score of at least 80% (4 out of 5 questions answered correctly). You may retake the quizzes as many times as you like to get a passing score, and you must pass all required sections to gain landlord certification.



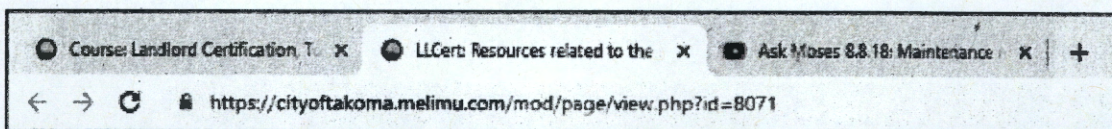
City of Takoma Park

Landlord Certification Instruction Manual

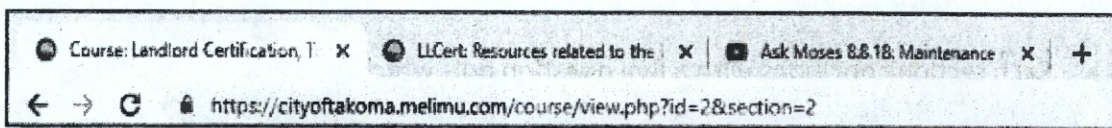
- Each section provides optional background material to help you answer the questions. You may view videos where available, or follow links to City, County, or State code specific to the topic, or review other reference materials provided. *These will open in separate tabs so that you can keep the reference material available while answering questions.*
- **This material is all optional. The quizzes are the only required part of the course.**
- To move to the next section, click on the link in the bottom right of the screen listing the next section by number and name. You may use the "jump to" menu in the center bottom to select the specific section you wish to go to without having to page through each section in order.

Taking the Course

- In each section, click on any of the listed reference materials you wish to review. This will open the video or text in a separate tab. After reviewing a particular item, you may choose to click on the "x" on the right side of the tab containing the item to close it up, or leave it open as a reference for answering quiz questions.



- When you've completed any review you choose to do, return to the tab entitled "Course: Landlord Certification" and select "Quiz" which will be the last item on the list of choices for that section.





City of Takoma Park

Landlord Certification Instruction Manual

- Click on "Attempt Quiz Now" button

Quiz: Licensing of Rental Properties

Demonstrate your knowledge of the process to obtain and renew rental housing licenses.

This quiz opened at Friday, 17 August 2018, 8:06 PM

Grading method: Highest grade

Attempt Quiz Now

Back To The Course



City of Takoma Park


Landlord Certification Instruction Manual

- All questions will be either multiple choice or True/False. Click on your selected answer and then the blue "Next" button (the "back" button will allow you to back up one question and review/change your answer as necessary)

Question 2

Status: Not yet answered

Scored out of 1.00

 Click flag to come back to questions later

Rental Housing Licenses may be valid for a period ...?

Select one:

- ☐ a. 6 months
- ☐ b. One year
- ☐ c. Two years
- ☐ d. All of the above


Back

Next

Question 3

Status: Not yet answered

Scored out of 1.00

 Click flag to come back to questions later

The City, and its agent, Montgomery County Department of Housing and Community Affairs, have the right to inspect a rental property for licensing purposes.

Select one:

- ☐ True
- ☐ False

Back

Next



City of Takoma Park

Landlord Certification Instruction Manual

- When you complete the final quiz question, you will be given the opportunity to go back to a specific question or review all of your answers by selecting the "Return to Attempt" button. Or go directly to "Submit All and Finish"

Quiz: Licensing of Rental Properties

Summary of attempt

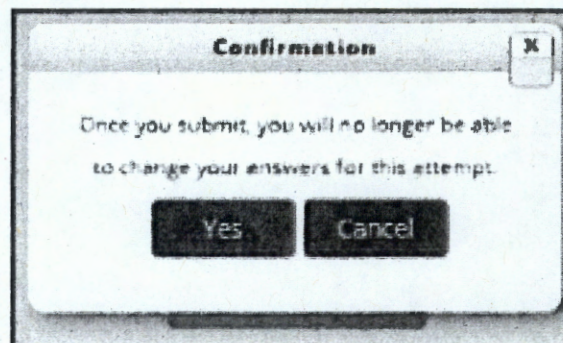
Question	Status
1	Status : Answer saved
2	Status : Answer saved
3	Status : Answer saved
4	Status : Answer saved
5	Status : Answer saved

Return To Attempt

OR click on the number of the specific question to which you want to return

Submit All And Finish

- The system will confirm with you that you are ready to move on to the grading stage.





City of Takoma Park

Landlord Certification Instruction Manual

- You will see your score for each question, one at a time, plus the section of code where the answer can be found. Click the "Next" button to continue the review.

Your answer is correct.

Montgomery County Code 26-13

Montgomery County Code 26-14

Montgomery County Code 26-15

Your answer is incorrect.

County Code 26-9



City of Takoma Park

Landlord Certification Instruction Manual

- After the last question, you'll go to a summary page showing your grade. If you see "Congratulations! You passed <section name>" you are done with that section and may select "back to the course" to continue.

Highest grade: 10.00 / 10.00.

Overall feedback

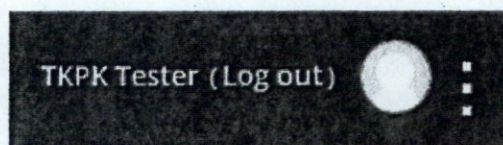
Congratulations! You passed "Licensing of Rental Properties."

You can return to the course and select another section, or log out and return later to finish up.

[Re-Attempt Quiz](#)

[Back To The Course](#)

- If your score is less than 80%, you may select "re-attempt quiz" right away to try again if you like. You may see different questions the next time through.
- In either case, you may also choose to log out (using the option at the top right of the screen) and return at a later time to continue.

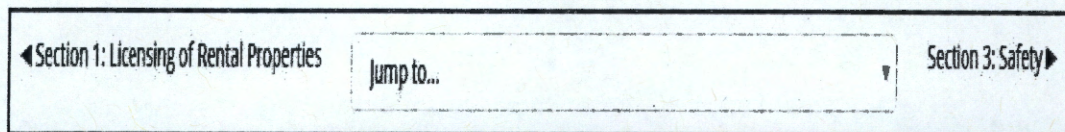




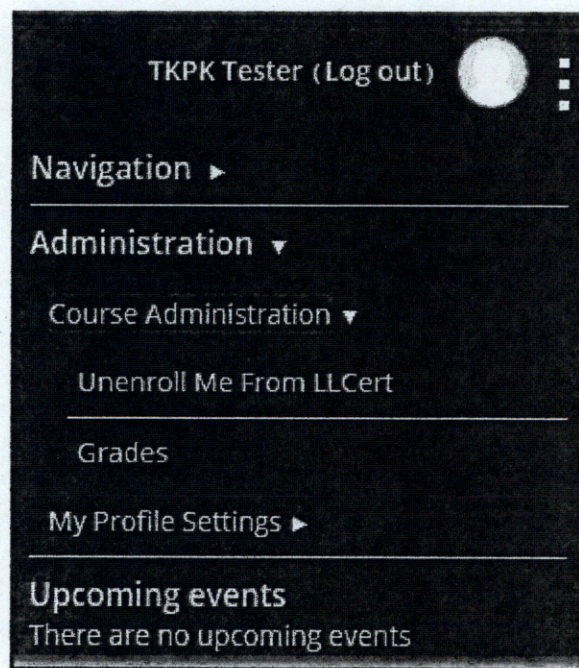
City of Takoma Park

Landlord Certification Instruction Manual

- To continue, use the "Jump to" menu in the bottom center to select your next section, or use the arrows at the lower right or left to move forward or back one consecutive section at a time.



- At any time, you can review your progress in the course by looking at your grades.
- Click on the three dots in the upper right of the screen to reveal the menu. Select "Administration," then "Course Administration" and then "Grades."





City of Takoma Park

Landlord Certification Instruction Manual

- The Grades option displays a list of all the sections in the course and indicates your quiz scores where available. This will help you decide if you need to re-take a quiz (for grades less than 80%), or remind you where you left off.

User report - TKPK Tester

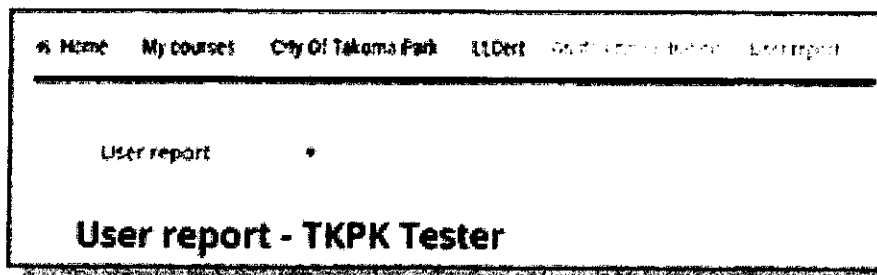
Grade Item	Grade	Range	Percentage
Landlord Certification			
Quiz: Licensing of Rental Properties	10.00	0-10	100.00 %
Quiz: Entry	10.00	0-10	100.00 %
Quiz: Safety	8.00	0-10	80.00 %
Quiz: Property Maintenance	8.00	0-10	80.00 %
Quiz: Lease Terms	8.00	0-10	80.00 %
Quiz: Security Deposits	-	0-10	-
Quiz: Rent Payment and Fees	-	0-10	-
Quiz: Rent Stabilization	-	0-10	-
Quiz: Tenant Associations	-	0-10	-
Quiz: COLTA	-	0-10	-
Quiz: Sale of Rental Facilities / Tenant Opportunity to Purchase	-	0-10	-
Course total	88.00	0-100	88.00 %



City of Takoma Park

Landlord Certification Instruction Manual

- To return to the course after reviewing grades, select "LLCert" from the breadcrumbs above the user report.



- When you have completed all required sections, you'll see the completion screen. This will confirm that you have gained or renewed your landlord certification and will receive your certificate by email.

Landlord Certification Completed

Congratulations on completing the landlord certification course.

Your new certificate will be emailed to you shortly, and will be valid for the next three years.

As always, please contact Housing and Community Development with your questions and concerns at 301-891-7119 or housing@takomaparkmd.gov

Exit the course by selecting "Log out" from the upper right corner of the screen.

City of Takoma Park Maryland

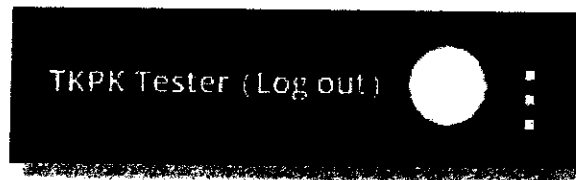
Certificate of Completion



City of Takoma Park

Landlord Certification Instruction Manual

- You do not need to contact the City when you complete the course. Notifications are sent to staff when course grades are ready to be reviewed, records updated, and certificates sent.
- When you have completed the course, or any time you want to take a break, you may log out (using the option at the top right of the screen).



Rental Housing

All rental properties (including apartments and single-family dwellings) must be licensed every two years. Prior to issuing the final rental license, staff conducts a complete interior and exterior inspection to ensure the dwelling is safe and in compliance with all applicable housing codes. While most problems are detected during the routine inspection process, staff will conduct complaint inspections as necessary. The following are examples of items checked by the inspector during the inspection process:

- General property maintenance throughout the unit.
- Each mechanical unit must be safe and in proper working order.
- The plumbing system and every fixture must be free from leaks.
- Foundations, walls, ceiling, roof, and floor must be kept in good repair.
- All appliances must be in good working condition.
- Electrical system and all outlets must be safe and functioning.
- Smoke detectors must be installed and functioning per code.
- Interior and exterior must be free of chipped or peeling paint.
- Unit must be free of insect and rodent infestation.
- Exterior areas must be clean and sanitary

Renters' Tax Credit

The Renters' Tax Credit Program provides property tax credits for renters who meet certain requirements. The plan was modeled after and designed to be similar in principle to the Homeowners' Tax Credit Program, which is known to many as the Circuit Breaker Program. The concept rests on the reasoning that renters indirectly pay property taxes as part of their rent and thus should have some protection, as do homeowners.

The plan is based upon the relationship between rent and income. If the portion of rent attributable to the assumed property taxes exceeds a fixed amount in relation to income, the renter can, under specified conditions, receive a credit of as much as \$750. The credit is paid as a direct check from the State of Maryland.

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877

Telephone: (301) 258-6330 · Fax: (301) 258-6336

plancode@gaithersburgmd.gov · www.gaithersburgmd.gov**RENTAL HOUSING LICENSE APPLICATION**
SINGLE FAMILY DWELLING OR CONDOMINIUM*All information must be complete and accompany licensing fee to initiate processing of application***SUBJECT PROPERTY**

Street Address _____ Unit No. _____

Year Built _____ *If structure was built prior to 1978, please complete last section.***PROPERTY OWNER (Must differ from subject property)**

Name _____

Street Address _____

City _____ State _____ ☒ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PROPERTY MANAGER *Information should only be provided if an agent will represent the owner as the property manager. All information will be provided to the agent if this section is completed.*

Business Name _____

Primary Contact _____

Street Address _____

City _____ State _____ ☒ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

TENANT INFORMATION

Name _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

Number of Occupants _____ Monthly Rent _____

_____ Initial Here if Tenant is Allowed to Change Inspection Date/Time. *(Owner/Agent could be subject to re-inspection fees if tenant fails to keep the appointment).***PROPERTIES BUILT PRIOR TO 1978 (check all that apply)**

- ☐ Property is Registered with Maryland Department of the Environment (MDE)
- ☐ Property Registration with MDE is Current (please provide MDE Tracking No.) _____
- ☐ *A Person "at Risk" Resides Here *(a child under age 6, or a pregnant woman)* *Must include Statement of Compliance
- ☐ Current Tenant Moved in After 2/24/1996 (please provide Lead Inspection Certificate) _____

Is the property part of a local Home Owner's Association or Condo Association? (Select One) ☐ YES* ☐ NO**If yes, by signing this document, I certify that my association fees are current and/or not more than 30 days past due AND there is no outstanding final adjudication against me/us for failure to pay said fees to the governing association.*

Association Name _____

Street Address _____

City _____ State _____ ☒ Zip Code _____

Telephone Number: Work _____ E-mail Address _____

Property Owner/Agent Signature _____ **Date** _____

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877

Telephone: (301) 258-6330 · Fax: (301) 258-6336

plancode@gaithersburgmd.gov · www.gaithersburgmd.gov**ROOMING HOUSE LICENSE APPLICATION****SUBJECT PROPERTY**

Facility Name _____

Street Address _____

Year Built _____ *If structure was built prior to 1978, please complete last section.* Total Number of Dwelling Units _____**PROPERTY OWNER**

Name _____

Street Address _____

City _____ State _____ ☒ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PROPERTY MANAGER *Information should only be provided if an agent will represent the owner as the property manager. All information will be provided to the agent if this section is completed.*

Business Name _____

Primary Contact _____

Street Address _____

City _____ State _____ ☒ Zip Code _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

TENANT INFORMATION *(if more than 3 tenants, attach additional information)*

Name _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

Monthly Rent _____

Name _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

Monthly Rent _____

Name _____

Telephone Numbers: Work _____ Cell _____ E-mail Address _____

Monthly Rent _____

Property Owner/Agent Signature _____ Date _____

PROPERTIES BUILT PRIOR TO 1978 *(check all that apply)*

- ☐ Property is Registered with Maryland Department of the Environment (MDE)
- ☐ Property Registration with MDE is Current (please provide MDE Tracking No.) _____
- ☐ *A Person "at Risk" Resides Here *(a child under age 6, or a pregnant woman)* *Must include Statement of Compliance
- ☐ Current Tenant Moved in After 2/24/1996 (please provide Lead Inspection Certificate) _____



City of Rockville
Planning and Development Department
Community Enhancement/Code Enforcement Division
111 Maryland Avenue • Rockville, MD 20850 • 240-314-8330

OFFICE USE ONLY

Application No.: _____

☐ New ☐ Renewal

LCVF: ☐ Yes ☐ No

Payment Type: _____

_____/_____/20____ :____

Application for License of Rental Property

➤ All information requested must be furnished (please type or print clearly, incomplete or illegible applications will be returned).

PO Box addresses will not be accepted for owner or agent.

Please Check One: ☐ Single-Family Dwelling ☐ Townhouse ☐ Condominium

RENTAL PROPERTY INFORMATION

Property Address _____ Unit No. _____

Tenant Name _____ # of Bedrooms _____ # of Occupants _____

Phone No. Cell: _____ Home: _____ Work: _____

Email: _____

Is Rent Subsidized? ☐ Yes ☐ No Utilities Included? ☐ Yes ☐ No Present Rent \$ _____

Basement Occupied as a sleeping area? ☐ Yes ☐ No

OWNER INFORMATION

Name of Owner(s) _____ Email: _____

Address _____

Phone No. Cell: _____ Home: _____ Work: _____

PROPERTY AGENT/MANAGER INFORMATION

Please Note: A property owner who does not reside in the State of Maryland shall appoint a person who lives in the State of Maryland to serve as a local agent/manager for the owner. All correspondence will be directed to the local agent if this section is completed.

Name of Agent/Manager _____ Email: _____

Address _____

Phone No. Cell: _____ Home: _____ Work: _____

Property Owner or Agent's Signature _____ Date _____

See reverse for typical property maintenance code requirements ➤

Application fee is \$200 and is Non-Refundable
Payable to: City of Rockville

**Lead poisoning prevention
compliance form must be
returned prior to the issu-
ance of the rental license.**

Type of Code Requirements to be Checked

1. The exterior of a property shall be maintained in a clean, safe, and sanitary condition.
2. All foundation walls should be in good repair and free from cracks and breaks.
3. All exterior walls and trim should be sound, and free from loose and peeling paint.
4. All roof coverings should be sound, and without defect. Gutters and downspouts must be secure, properly installed and free from obstructions.
5. All windows and doors shall be weather-tight and in good repair. Every openable window must have insect screens.
6. All electrical and mechanical equipment shall be properly installed and capable of performing their intended function.
7. All plumbing fixtures should be free from leaks and defects, and in good working order.
8. All interior surfaces shall be maintained in a clean and sanitary condition.
9. All stairs, handrails and railings must be sound and capable of supporting loads.
10. All basement bedrooms must have proper egress.
11. If the home to be licensed was built before January 1, 1978, the home must be registered with the Maryland Department of the Environment (MDE). More information may be obtained by visiting their website at www.mde.state.md.us/lead or calling (800) 633-6101
12. Carbon monoxide detectors must be installed on or after April 1, 2018 in rental homes with any fuel burning equipment, wood burning appliance, or has an enclosed attached garage.
13. Smoke alarms must tone when tested, and coverage of the home must comply with Maryland's Smoke Alarm Law which became effective July 1, 2013. The entire law may be found by searching for MD House Bill 1413 or MD Senate Bill 969.
 - a. The new law emphasizes the use of sealed smoke alarms with long life batteries and to transition away from smoke alarms with 9-volt batteries. It is critical to understand that these devices are appropriate only where battery operated smoke alarms presently exist or in locations where no smoke alarms are present. **It is never acceptable to remove required wired-in smoke alarms and replace them with any type of battery-only operated device.** Smoke alarm coverage in older homes constructed prior to January 1, 1989 must be upgraded to at least one approved sealed smoke alarm on every level of the home when any of the following occur:
 1. The existing smoke alarm is more than 10 years old.
 2. The existing smoke alarm fails to respond when tested or otherwise malfunctions.
 3. There is a change of tenant.
 4. A building permit is issued for an addition or renovation.
 5. January 1, 2018 at the latest.
 - b. Any new home constructed after January 1, 1989 is required to have at least one wired-in electric smoke alarm on every level of the home, including the basement, and are required to be interconnected. The requirement that AC-power operated smoke alarms have battery back-up became effective July 1, 1990.



City of Rockville
Department of Planning and Development Services
Community Enhancement/Code Enforcement Division
111 Maryland Avenue • Rockville, MD 20850 • 240-314-8330

Lead Poisoning Prevention Compliance Form

➤ All information requested must be furnished (please type or print clearly, incomplete or illegible applications will be returned).

RENTAL PROPERTY INFORMATION

Property Address _____ Year Built _____
Owner Name _____
Owner Address _____
Agent Name _____
Agent Address _____

Before the City of Rockville authorizes a residential property a rental license, the owner of the residential property shall attest to the City under penalty of perjury the following:

- A. That the residential property is not a rental property constructed prior to 1978 ("Affected Property"); or
- B. That the residential property is an Affected Property that has been registered and for which the registration has been renewed in accordance with §§6-811 and 6-812 of the Environment Article; and
- C. If the property is an Affected Property, provides the inspection certificate number for the inspection conducted for the current tenancy as required under §§6-815(c), 6-817(b), or 6-819(e) of the Environment Article.

Please contact the Maryland Department of the Environment at (410) 537-4199 or (800) 776-2706 or refer to mde.maryland.gov/lead to register the property, confirm registration status or if you have questions regarding compliance requirements.

1. Is the residential property an "Affected Property"? _____ Yes _____ No
2. If the answer to #1 is "No", give reason (e.g. post 1977, Lead Free, MDE Certificate (issued by Maryland Accredited Lead Inspector):

3. If the answer to #1 is "Yes", has the property been registered with MDE? _____ Yes _____ No
4. What is your MDE Registration Tracking Number? _____
5. What is the current year of your MDE rental registration? _____
6. When did the current tenant(s) move into the rental property? _____
7. Provide the most recent Lead Inspection Certificate Number for the current tenancy as required under the Environment Article. _____
8. Copy of Certificate attached: _____ Yes _____ No

Please Note: You must obtain a new certificate indicating that the property meets a risk reduction standard upon each change in occupancy for all residential rental properties built prior to 1978. If the residential rental property was built from 1950 to 1977 a new certificate must be obtained after a change in occupancy occurs on or after January 1, 2015. Only rental properties that have a valid "lead free" or "limited lead free" certificate are exempt from registration and certificate at turnover provisions of the law.

The Rental License **will not** be issued until MDE requirements are met.

I, _____, the owner/agent of the above property affirm under penalty or perjury that the above information is true and accurate.

Signature of Owner/Agent _____ Date _____

Please return with Application for License of Rental Property.

Baltimore County

Rental Registration Frequently Asked Questions

- Why do I have to register my property?
- When should I register my property?
- What if I don't register my property?
- Does every rental property have to be registered?
- How do I register my property?
- Do I need a home inspection? What will the home inspector look for?
- Will my license ever expire? Can I renew I renew my license?
- I own a Section 8 rental unit. Do I still have to do the licensing inspection?
- How can I avoid the property failing for smoke detectors?
- Can the lead paint inspection, required for properties built prior to 1978 (effective 1/1/2015), and rental unit inspection be combined?
- How much will an inspection cost?
- I own and live in a home, and rent a portion of it to other adults. Is it exempt from rental registration?
- A relative lives in a home that I own and he pays me rent. Must I register this property as a rental unit?
- Are large apartment complexes covered by this law?

Q. Why do I have to register my property? I never had to in the past.

A. On December 19, 2007, the Baltimore County Council passed Bill 87-07 requiring that all buildings or portions of a building that contain one to six dwelling units intended or designed to be rented, leased, let or hired out to be occupied for living purposes be registered and licensed with Baltimore County.

The purpose is to establish a licensing program in the county in order to create an additional procedure for the enforcement of County codes and regulations to protect and promote public safety, health and welfare.

Q. When should I register my property?

A. You must register **and** be licensed before a tenant moves into the property.

Q. What if I don't register my property?

A. A person who owns and rents a dwelling unit or a portion of a dwelling unit without a license may be subject to the denial, suspension, revocation or non-renewal of the license or civil penalties of \$25 per day for each day a violation occurs and \$200 per day for each day a correction notice is not complied with, and there will be a \$1,000 fine for not complying with the Rental Registration Law.

Q. Does every rental property have to be registered?

A. No. A number of factors may exempt your property from registration. Learn more about the [rental registration exemption](#).

Q. How do I register my property?

A. You may register online, by mail or in person. Learn more about the [application process](#).

If you do not wish to download the required forms online, you may obtain them from any Baltimore County Public Library branch or senior center, or directly from the Rental Registration office:

County Office Building
111 West Chesapeake Avenue, Room G14
Towson, Maryland 21204

Q. Do I need a home inspection? What will the home inspector look for?

A. All rental properties must be inspected. The home inspector must be licensed by the Maryland Department of Labor, Licensing and Regulations. A home inspection requires the Baltimore County license inspection sheet to be completed and signed by a licensed inspector for the compliance of one or more of the components of an existing residential building with the health and safety requirements established by the Director.

Inspectors look for the following:

- Smoke detectors
- Carbon Monoxide alarms are installed in the common area outside of sleeping areas and on every level of the dwelling unit
- Electrical system has no apparent visual hazards
- All plumbing is functional with no apparent visual hazards
- All windows designed to be opened are operational
- All combustion appliances (furnace, hot water heater, dryer, etc.) are properly vented
- Secondary means of escape from sleeping areas exist with no exterior health or safety hazards

Q. Will my license ever expire? Can I renew I renew my license?

The rental license is valid for three years and will expire on the third anniversary of its effective date. Before a license expires, the licensee may periodically renew it for an additional three-year term. For additional information, please review the Baltimore County Code or call the Rental Registration office at 410-887-6060.

Q. I own a Section 8 rental unit. Do I still have to do the licensing inspection?

A. No, you do not have to do a separate licensing inspection. You must provide a copy of a Section 8 inspection that was completed in the past 12 months as well as the Rental Housing License Application and required fee.

Q. How can I avoid the property failing for smoke detectors?

A. Make sure you follow the requirements for the type and size of your rental:

Single-family home:

- A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas and on every level on the dwelling unit.

- If the home has a basement, a hardwired smoke detector with a battery backup must also be located in the basement, and it must be interconnected to the smoke detectors on all levels of the dwelling unit.

Homes with two or three apartments:

- A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas and on every level of the dwelling unit including the basement.
- A basement smoke detector must be interconnected to the smoke detector on the first floor only.

Homes with four to six apartments:

- A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas and on every level of the dwelling unit.
- A hardwired smoke detector is required in the basement for homes with 4-6 apartments but does not have to be interconnected.

Wireless remote is accepted for interconnection of smoke detectors as long as the smoke detectors are hardwired and approved by a recognized testing lab such as UL and listed for sale, installation and use in Maryland by the Office of the State Fire Marshal.

Note: All smoke detectors must be NFPA 72, National Fire Alarm Code and UL approved.

Q. Can the lead paint inspection, required for properties built prior to 1978 (effective 1/1/2015), and rental unit inspection be combined?

A. Yes, if the inspector is licensed or accredited with the state to perform both lead and home inspections.

Q. How much will an inspection cost?

A. Baltimore County does not negotiate rates of individual inspectors. The inspector's charges are negotiated between the property owner and the inspector.

Q. I own and live in a home, and rent a portion of it to other adults. Is it exempt from rental registration?

A. It depends on the number of tenants and whether they are related to you. Owner-occupied rental units are exempt if the owner rents to family members who also live in the unit, or rents to no more than one other unrelated adult who lives in the unit. In either case, any number of minor dependents may live in the unit.

For example, an owner-occupant does not have to register as a rental unit if their adult boyfriend or girlfriend lives with them, or if they have one adult roommate.

Please be aware that a separate Baltimore County law prohibits more than two unrelated adults from living together unless the unit is authorized by the county as a rooming or boarding house.

Q. A relative lives in a home that I own and he pays me rent. Must I register this property as a rental unit?

A: Dwelling units are exempt from this law if a person who is related to the owner by blood, marriage, adoption or legal custody occupies the unit. However, the relative living in the home may not have more than one additional adult living in the home. Minor dependents related to either adult may live in the house. Relatives **only** include grandparents, parents, children or grandchildren.

Q. Are large apartment complexes covered by this law?

A. No, this law applies only to residential rental properties with one to six units. Larger rental complexes are covered by other county laws and regulations that ensure the safety and well being of their tenants.

Revised June 25, 2018

Rental Housing Registration

If you own a building in Baltimore County that contains six dwelling units or fewer that you intend to rent, including Section 8 and BRHP-assisted properties, each rental unit must be registered or approved for exemption by Baltimore County before tenants move in.

There are a number of conditions that may qualify your property for exemption. Review the criteria listed on the [Exemption Affidavit \(PDF\)](#) and if any of these conditions apply, complete an application for exemption.

If your property is not qualified for exemption, follow the steps below to register it with Baltimore County.

Step 1: Know the Registration Fees

- Owner-occupied, one or two tenants: \$48 per unit
- Owner-occupied, three or more tenants: \$60 per unit
- Not owner-occupied: \$60 per unit

Step 2: Have Your Property Inspected

Have an inspection performed by a [state-licensed home inspector](#). The inspector must complete an [Inspection Sheet \(PDF\)](#) for each unit you intend to rent.

Step 3: Gather Required Documentation

You must provide the following with your application:

- The [Inspection Sheet \(PDF\)](#) completed by a [licensed home inspector](#) in Step 2 above
- A [Carbon Monoxide Alarm Verification \(PDF\)](#)
- If the home was built before 1978, a lead inspection certificate

Step 4: Read the Non-Discrimination Regulations

You must comply with federal, State and County non-discrimination and accessibility regulations, as applicable. The regulations, exceptions and waiver conditions are described in the following pamphlets:

- [Fair Housing Law \(PDF\)](#)
- [Maryland Accessibility Act \(PDF\)](#)

You will be required to attest that you have reviewed and understand the regulations before completing your application.

Step 5: Decide How You Want to Apply

Apply or Renew Online

Note: Please be sure to check that your rental property complies with all the Baltimore County Zoning Regulations. To locate your Zoning Designation, please visit [My Neighborhood](#).

To apply for or renew your license online, you'll need:

- A valid email address
- A Visa or Mastercard to pay applicable fees
- All documentation from Step 3 above

You will be required to create an account and accept terms of use before beginning your application.

[Apply or renew](#)

Apply or Renew by Mail or In Person

To apply or renew by mail or in person, you must:

- Print and complete the [Rental Housing Application](#) (PDF)
- Print and complete a [payment coupon](#) (PDF)
- Include all documentation from Step 3 above

Then, return your application and supporting documentation to:

Rental Housing License Payments
Historic Courthouse, Room 151
400 Washington Avenue
Towson, Maryland 21204

Additional Resources

- [Carbon Monoxide Frequently Asked Questions](#) (PDF)
- [Carbon Monoxide Alarm Regulations](#) (PDF)
- [Landlords and Tenants: Tips on Avoiding Disputes](#) (PDF)
- [Nuisance Complaints Procedure and Form](#) (PDF)

Changes for Rental Property Owners

Baltimore County Bill 26-18 amended the limitations on applicability of the Rental Housing License requirements. Property owners who are no longer exempted from the licensing requirements of Article 35, Title 6 of the County Code as a result of this Act shall obtain a Rental Housing License:

- Dwellings not connected to public sewer are **no longer exempt**.
- Dwelling units solely occupied by a person related to the owner must be related by blood, marriage or adoption or under the legal custody of the owner. Individuals must be related as grandparents, parents, children or grandchildren **only**. Family members other than those listed are not exempt.

These properties must now be inspected and registered with Baltimore County by following the process outlined below.

More Information

If you have questions about the registration or exemption process, email the Department of Permits, Approvals and Inspections at parentalregistration@baltimorecountymd.gov or call 410-887-6060.

Baltimore County News

Stay informed of what's happening in Baltimore County.

Title: County Expands Successful Rental Registration Program

County Expands Successful Rental Registration Program

Jul 02, 2018 2:17:00 PM EDT

Mandatory Registration Now Includes Some Previously Exempted Properties

Baltimore County's eleven-year-old Rental Registration Program, which protects the safety and quality of life of residential tenants and neighborhoods, is expanding its requirements for which rental homes must be registered with the County by removing certain exemptions.

The purpose of the Rental Registration Program, which is administered by the Department of Permits Approvals and Inspections, is to protect the safety of tenants by requiring inspections and to promote the tranquility of neighborhoods.

This spring, 6th District Councilwoman Cathy Bevins sponsored an amendment to expand the County's Rental Housing License requirement to include more than 1,600 properties that were previously exempted and must now be registered with the County by September 1, 2018. These include properties not connected to public sewer, and the new law also amends the family member exemption. Beginning September 1, the family exemption only applies to rentals that are solely occupied by a person related as a grandparent, parent, child or grandchild by blood, marriage or adoption or under the legal custody of the owner of the dwelling unit. In addition, these rentals may include one other unrelated adult.

"We are reaching out to landlords to make sure they know that they must register their properties with the County if this change in the law affects them," said Baltimore County Executive Don Mohler. "We have wonderful neighborhoods all around the County and we work very hard to preserve a positive environment for everyone to enjoy."

"I have personally seen many unsafe rental units, and it was a real no-brainer to eliminate these exemptions," said Councilwoman Bevins. "We took this action as one more step to safeguard communities and help ensure fair treatment for people who are renters."

Complete information about the Rental Registration Program is available on the County website, including the application, inspection sheet and the criteria for exemptions.

Keywords: cathy bevins, don mohler, rental, rental housing license, rental registration program

Keywords

- kevin kamenetz (120)
- kamenetz (49)
- jobs (39)
- don mohler (38)
- economic development (36)
- olszewski (34)
- recycling (33)
- bcps (29)
- recreation and parks (25)
- department of public works (23)

Calendar

◀ Jul 2018 ▶

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FOR OFFICE USE ONLY

LICENSE # _____

Expiration Date _____



RENTAL HOUSING LICENSE APPLICATION

Rental Housing License Payments, Room 151

Baltimore County, Maryland

Old Court House 400 Washington Avenue

Towson, Maryland 21204-4665

410-887-8060

THE FOLLOWING MUST BE RETURNED TOGETHER: A completed application with all information printed, typed, checked, or circled as appropriate. Also, include applicable lead inspection certificate. Payment payable to "Baltimore County, Maryland" attached to payment coupon, completed rental license inspection sheet (completed by licensed home inspector) or "Registration Exemption Affidavit."

FEES: (Make checks payable to "Baltimore County, Maryland")

- Dwelling unit: Not owner occupied: Per unit/apartment - \$60.00 ☐ • Dwelling unit: Owner occupied and contains 1 or 2 tenants: Per Unit - \$ 48.00 ☐
• Dwelling unit: Owner occupied and contains 3 or more tenants: Per Unit - \$ 60.00 ☐ • Change in Application Information - No Fee

TYPE OF APPLICATION: (Check all that apply)

____ New ____ Renewal Change in: ____ Property Owner Information ____ Managing Operator, Resident Agent, or Trustee Information

Section 1: RENTAL PROPERTY / DWELLING UNIT INFORMATION

You may obtain information about your property account on the Internet at: www.dat.state.md.us and click on "Search The Real Property Database", or on your tax documents.

RENTAL PROPERTY INFORMATION:

Rental Property Address _____ Zip Code _____

Property Account / Parcel No. _____ Council District _____

Complies with all Zoning Regulations: Yes ☐ No ☐ **Zoning Designation:** _____. To locate Zoning Designation please visit www.baltimorecountymd.gov and search for My Neighborhood.

Is this Section 8 Housing? No ☐ Yes ☐ **BRHP Housing?** No ☐ Yes ☐ **Is Section 8** (circle all that apply): Baltimore County Federal State

DWELLING UNIT INFORMATION:

Type of Dwelling: Single Family Duplex Row Home/ Townhouse Other (be specific) _____

Year Built _____ Number of levels _____ **No. of Dwelling Units:** 1 2 3 4 5 6 **Basement:** Yes No

No. of Smoke Detectors _____ **Type of Smoke Detector(s):** Hard Wired & Battery Backed **Inter-connected per regulation:** Yes No

Carbon Monoxide Alarms installed per regulation: (Circle One) Battery Plug-In Hard Wired

Heating System: Electric Gas Oil Propane

Hot Water Heating System: Electric Gas

Sewage System: Public Private

Water Source: Public Private

Air Conditioning System: Window Unit (s)/ Central Air

Section 2: PROPERTY OWNER'S INFORMATION

PROPERTY OWNER'S INFORMATION:

Property Owner Name _____ Home phone _____

Cell Phone No. _____ Work No. _____ E-mail Address _____

Type of Property Owner: Association Corporation Guardian of Estate Individual / Sole Proprietor LLC
Partnership Personal Representative of Estate Trust Other _____

Property Owner Address:

_____ Zip Code _____

Mailing Address for Property Owner (if different):

_____ Zip Code _____

Section 3: **MANAGING AGENT/RESIDENT AGENT/TRUSTEE INFORMATION** (if applicable)

Managing Agent/ Resident Agent/ Trustee Name: _____ Phone No. _____
Address: _____ Zip Code _____
Mailing Address (if different): _____ Zip Code _____
Contact Telephone Numbers: Home: () _____ Cell () _____
Work: () _____ Email Address _____

Section 4: Lead Poisoning Prevention Checklist – (must be completed)

Maryland law requires that all owners of residential rental property comply with the State Lead Poisoning Prevention requirements.

Please Note:

- You **MUST** provide the following information before your property will be licensed to operate as a rental facility in Baltimore County.
- Further information regarding Lead Poisoning Prevention and compliance may be obtained through Maryland Department of the Environment (MDE) online at www.mde.state.md.us or by telephone at 1-800-633-6101 or 410-537-4199.
- **Photo copies of Inspection Certificates must be mailed with application for those homes built before January 1, 1978.**

1. Was this residential rental property built before January 1, 1978?

Yes ☐ No ☐ Provide Year Built _____ If NO, go directly to **SECTION 5** below.

2. Did you have a change of tenant after January 1, 2015

Yes ☐ No ☐

*If YES to questions 1, you **must** answer questions 3 and 4.

*If YES to question 2, you **must** complete questions 3, 4 and 5

3. Is this property registered with MDE?

Yes ☐ No ☐

*If YES, enter MDE Tracking # _____

*If NO, please contact (MDE) online at www.mde.state.md.us or by telephone at 1-800-633-6101 or 410-537-4199 for information on registration requirements. **YOU MUST HAVE A VALID TRACKING NUMBER TO REGISTER UNDER THE BALTIMORECOUNTY RENTAL LICENSING LAW.**

4. Is the Maryland Department of the Environment property registration current?

Yes ☐ No ☐

*If NO, please contact (MDE) online at www.mde.state.md.us or by telephone at 1-800-633-6101 or 410-537-4199 for information on registration requirements.

5. What is your Lead Inspection Certificate # for current tenancy _____

Section 5: Legal Agent

County Law requires all owners to assign a Legal Agent to receive legal service of process. Owners residing in Maryland may designate themselves. Owners who do not reside in Maryland **MUST** designate a Legal Agent who resides within the State of Maryland.

Please Note: - The Legal Agent cannot be your tenant (can be a family member, licensed real estate professional, etc.)

- You must provide the Legal Agent's Maryland **HOME** address.

- The Legal Agent **MUST** sign below to accept responsibility as agent.

- ☐ Owner designates self as Legal Agent and resides in the STATE OF MARYLAND
(Home address already provided under Ownership information.)
- ☐ Owner designates the below named Maryland resident as Legal Agent.

Legal Agent's Name (Print or Type clearly) _____

Legal Agent's HOME Street Address _____

City _____ **State** _____ **Zip Code** _____

Email Address _____ **Daytime Phone** _____ **Cell/Daytime Phone** _____

I understand and accept responsibility as Legal Agent for service of legal process:

x Legal Agent's Signature _____

_____ **Date**

Section 6: **AGREEMENT / DISCLAIMER**

I, _____, solemnly affirm under the penalties of perjury, that the above
(Print Name of Property Owner)

information relating to the dwelling located at _____, is true and correct to the
(Print Property/Dwelling Unit Address and Zip Code)

best of my knowledge, and that I will submit any change in the information relating to the Property Owner, Managing Operator, Resident Agent, or Trustee, and the property owner's Designated Agent (for receiving process, notices and any other papers from Baltimore County), not more than 30 days after the change is made, and that I will comply with the requirements set forth in any correction notice and/or final order issued under 3-6-203 to 3-6-207, Baltimore County Code, 2015 edition, as amended, within the required time period. I also certify that there are _____ dwelling unit(s) on this property and that I agree to allow the Code Official to inspect these dwelling unit(s).

I further understand that any violation of Article 35, Title 6, Section 35-6-101 through 35-6-113, and/or regulations adopted in accordance with, Baltimore County Code, as amended, may result in the denial, suspension, revocation or non-renewal of the license and/or civil penalties of \$25.00 per day for each day a violation occurs and \$200.00 per day for each day a correction notice is not complied with; and that the remedies available under this article are cumulative and not exclusive, and that there will be a \$1,000.00 fine for not complying with the Rental Registration Law.

I have reviewed and understand the Fair Housing Law pamphlet provided by the County, which discusses the basic tenets of Fair Housing Law under the federal Fair Housing Act and the Discrimination in Housing subtitles of the Human Relations Laws of Maryland and the Baltimore County Code. As applicable, I will comply with the law.

For rental dwellings consisting of four or more dwelling units: I have reviewed and understand the pamphlet provided by the County detailing the Maryland Accessibility Code, which sets forth the minimum accessibility and usability requirements for dwellings consisting of four or more units.

As applicable, I will comply with the law.

Signature of the Property Owner: _____ Date ____/____/____

OWNER, DID YOU REMEMBER TO:

- ☐ Sign the application? ☐ Designate a Legal Agent in Maryland? ☐ Enclose License Fee and Payment Coupon made payable to Baltimore County, MD? ☐ Enclose Photocopy of Lead Inspection Certificate? ☐ Enclose Carbon Monoxide Affidavit? ☐ Enclose Exemption Affidavit if applicable.
- ☐ Enclose completed and signed Rental License Inspection Sheet ☐ Read the Fair Housing/Accessibility Code Pamphlet

NOTE: Separate Baltimore County law prohibits more than two unrelated adults from living together unless the county authorizes the unit as a rooming or boarding house.

ROOMING OR BOARDING HOUSE – A building (a) which is the primary residence of the owner and in which rooms are provided for compensation to three or more adult persons not related to the owner by blood, marriage, or adoption; (b) which is not the owner's residence and which is occupied in its entirety by three or more adult persons not related to each other by blood, marriage, or adoption, (B.C.Z.R. 01.A), MUST have a use permit.

The Rental Housing License is purely governmental in nature, and may not be construed as providing any warranty or representation concerning the condition of the dwelling unit to the tenant or the public, or that the premises are in compliance with all applicable county, state and federal laws and regulations. (Property owner must comply with all Baltimore County Building, Fire and Zoning regulations).



**BALTIMORE COUNTY
MARYLAND**

RENTAL REGISTRATION EXEMPTION AFFIDAVIT

- ☐ Dwelling that is solely owner-occupied, including: (i) One additional individual who is not a minor without regard to the relationship of the individual and without regard to the number of minors in the dwelling unit related by blood, marriage or adoption to the additional individual or under the legal custody of the individual; and
(ii) Individuals related by blood, marriage, or adoption to or under the legal custody of the owner
- ☐ Dwellings with seven or more dwelling units in one building, all owned by same owner
- ☐ Apartment complexes
- ☐ Dwelling units exempted by the Department as required by federal or state law or regulation. ***Does not include Section 8 Property.***
- ☐ Dwelling units occupied by a former owner of the dwelling unit who, after having sold the dwelling unit to a new owner, continues to reside in the dwelling unit and pays rent to the new owner, provided the residency lasts not more than 12 months
- ☐ Subject to regulations adopted by the Department, dwellings occupied by an owner and an individual paid directly or indirectly by the owner, including a nurse, nanny, or other household assistant
- ☐ Dwelling units solely occupied by a person related by blood, marriage, or adoption to or under the legal custody of the owner of the dwelling unit, which may include one additional individual who is not a minor without regard to the relationship of the individual and without regard to the number of minors in the dwelling unit related by blood, marriage or adoption to the additional individual or under the legal custody of the owner. **Individuals must be related as GRANDPARENTS, PARENTS, CHILDREN, OR GRANDCHILDREN ONLY.** Please indicate relationship:
☐ Grandparents ☐ Parents ☐ Son ☐ Daughter ☐ Grandchildren
- ☐ Dwellings listed on the National Register of Historic Places, the Baltimore County Preliminary Landmarks list, or the Baltimore County Final Landmarks List.

PROPERTIES BUILT BEFORE 1978 MAY BE SUBJECT TO STATE LAW REQUIREMENTS FOR LEAD PAINT. PLEASE CONTACT MARYLAND DEPARTMENT OF THE ENVIRONMENT AT 410-537-4199. A CARBON MONOXIDE ALARM IS ALSO REQUIRED OUTSIDE OF SLEEPING AREAS. THE CARBON MONOXIDE VERIFICATION FORM MUST BE SIGNED AND SUBMITTED WITH THIS EXEMPTION AFFIDAVIT. THIS FORM CAN BE FOUND ON THE COUNTY WEBSITE AT www.baltimorecountymd.gov.

(Print Name of Property Owner)

(Phone Number)

(Address of Property Owner)

(Email)

I, solemnly affirm under the penalties of perjury, that the box checked above represents the condition of my property located at:

(Print Property/Dwelling, Unit, Address and Zip code of Rental Property)

(Property Account Number/ Tax ID)

and that such conditions are true and correct to the best of my knowledge. I also certify that my property for the reasons checked above is exempt from the Rental Registration Law.

Signature of Property Owner: _____ Date ____ / ____ / ____

BALTIMORE COUNTY RENTAL LICENSE INSPECTION SHEET

Requirements: Time and date stamped photos of front and back facades of home, including yards taken by Licensed Home Inspector must be attached to this inspection sheet. One "rental license inspection sheet" must be returned for each unit in a dwelling.

1. Rental Address: _____ Zip Code: _____ Unit #: _____

2. Person requesting inspection:

Name: _____ Email: _____

Address: _____ Zip Code: _____ Phone: _____

Check one: ☐ Owner ☐ Manager ☐ Resident Agent ☐ Other _____

3. Inspector Information:

Name: _____ Email: _____

Address: _____ Phone: _____

Company Name: _____ State License #: _____

4. Type of Home: ☐ Single Family Detached ☐ Rowhome/Townhome ☐ Duplex ☐ Multi-Unit ☐ Condo

5. Checklist (items A-F must be marked "YES", Item G "YES" or "N/A" and Item H marked "NO" before submitting form to County):

Items	Yes or No	Date	Re-Inspection Y/N	Re-Inspection Date
A) A hardwired & battery backed interconnected smoke detectors must be present and operational on every level excluding unoccupied attics, garages or crawl spaces. Wireless remote interconnection is acceptable as long as the smoke detectors are hardwired and approved by a recognized testing lab such as UL and be listed and approved for sale, installation and use in Maryland by the Office of the State Fire Marshal. To ensure interconnection works properly, units must be same manufacturer. Smoke alarm units 10 years or older must be replaced. Single Family Home 1. A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas and on every level of the dwelling unit. 2. If the home has a basement, a hardwired smoke detector with a battery backup must also be located in the basement, and must be interconnected to the smoke detectors on all levels of the dwelling unit. Homes with 2 or 3 Apartments 1. A hardwired smoke detector with a battery backup must be located in the corridor or hallway outside of sleeping areas and on every level of the dwelling unit including the basement. Basement smoke detector must be interconnected to the smoke detector on the first floor only. Homes with 4-6 Apartments 1. A hardwired interconnected smoke detector with a battery backup must be located in the corridor or hallway outside the sleeping area and on every level of the dwelling unit. 2. A hardwired smoke detector is required in the basement for homes with 4-6 apartments but does not have to be interconnected.				
B) Electrical wires are not visible in living areas.				
C) There is hot and cold running water in kitchen and each bathroom with no leaks below sink area and all toilets flush.				
D) There are no sleeping areas in the basement or if there is a sleeping area in the basement, there is a secondary means of escape as follows: basement window with minimum 5.7 sq. ft. opening with sill height 44 inches or less from floor OR basement door with thumb turn dead bolt.				
E) The furnace is either operational or because of outside temperatures it is unable to be tested				
F) Railing is present for interior and exterior steps with more than 3 risers.				
G) Carbon Monoxide Detectors are present on every level of the dwelling and audible in sleeping areas.				
H) Are there any other readily observable problems that in the inspector's opinion represent an immediate threat to the health or safety of occupant? If "yes" please describe below:				

Disclaimer: The scope of the above inspection is limited to the items listed above and has been performed to the requirements set forth by the Baltimore County Office of Code Enforcement as required under the Baltimore County Rental Licensing program. The above inspection shall not be construed to be either a home inspection as defined under Maryland law or an inspection related to one or more of the Baltimore County life and safety codes. Under Maryland law, the person completing this report for the property owner may not repair or recommend any person to repair any of the items listed above.

Signature of Inspector/Date

Signature of Owner or Agent/Date

Baltimore County Government, Permits, Approvals and Inspections//Rental Registration
 111 W. Chesapeake Avenue, Room G14, Towson, MD 21204
parentalregistration@baltimorecountymd.gov / 410-887-6060

CARBON MONOXIDE ALARM VERIFICATION FORM
RENTAL PROPERTY INFORMATION

Rental Property Address _____ Unit # _____ Zip Code _____

Property Account/Tax ID: _____ Council District _____

Type of Dwelling: Single Family/Duplex/ Row Home/Townhouse (Complete one form per unit)

PROPERTY OWNER INFORMATION

Property Owner Name _____ Home Phone _____

Property Owner Address _____ Zip Code _____

Email Address _____ Cell Phone _____

LEGAL AGENT INFORMATION

Legal Agent Name _____ Daytime Phone _____

Legal Agent Address _____

City _____ State _____ Zip Code _____

Email Address _____ Cell Phone _____

This form is to verify that the owner and tenant have complied with the Carbon Monoxide Alarm Law of Baltimore County (BCC 35-5-213.1)

- ☐ The Carbon Monoxide Alarms have been installed in accordance with the manufacturers' specifications.
- ☐ An alarm is installed on every level of the dwelling unit and audible in sleeping areas.
- ☐ Information was provided by the owner on alarm testing and maintenance to at least one adult occupant of the dwelling unit. The owner will keep a signed copy of this form acknowledging receipt by the tenant.
- ☐ The owner will provide an alarm designed to alert hearing-impaired residents if an individual who is hearing-impaired occupies the dwelling unit and has requested the installation of the alarm by certified mail
- ☐ The tenant agrees to test and maintain the carbon monoxide alarm according to management guidelines.
- ☐ *The tenant must replace the batteries in the alarm as needed, and notify management by certified mail immediately of any malfunctions or other problems with the carbon monoxide alarm. Upon receipt of such notice, the owner must repair or replace the alarm.*
- ☐ The tenant may not remove or disconnect the alarm and may not remove the batteries or otherwise render the alarm inoperable.
- ☐ Exempt: The dwelling is exempt from this law because it meets all of the following criteria:
 - ☐ No Fuel Burning Equipment
 - ☐ No attached garage
 - ☐ No wood burning fireplace/pellet stove

OWNER SIGNATURE _____ Date _____

TENANT SIGNATURE _____ Date _____

Please return completed form to:

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH EVERY CHANGE OF TENANT

FACT FINDER

Howard County

Rental Housing Licenses and Inspections Ensure Safety and Comfort

Since 1965, Howard County Housing Inspectors have enforced Housing Code standards by inspecting and licensing rental housing units

WHEN A RENTAL LICENSE IS REQUIRED

Every dwelling or dwelling unit in Howard County which is not occupied solely by the owner or owner's immediate family must be licensed. A license is also required if more than one boarder, roomer or renter occupies the dwelling with the owner. This requirement applies whether or not rent money changes hands.

Rental Licenses ensure that the Howard County Property Maintenance Code standards are met. The requirement applies to apartments, individually owned condominiums, duplexes, mobile homes, single family homes and town homes, hotels, motels, assisted living unit and facilities.

WHAT TO DO BEFORE APPLYING

Out-of-state owners must designate a local agent.

Make sure sleeping areas located in the basement or any other area of the unit meet egress requirements.

Generally, an operable exterior window meeting certain minimum dimensions for rescue and ventilation is required in every bedroom.

Smoke detectors are required on each level of the dwelling unit including the basement. The smoke detectors in the basement and first floor are typically located near the stairs. The smoke detector on the level where sleeping rooms are located should be installed as close to the bedrooms as possible; typically, the hallway leading to the bedrooms. Bedrooms located in other parts of the dwelling must also have a smoke detector outside (in the vicinity of) the bedroom door. In addition to these smoke detectors, one smoke detector must be located inside each bedroom.

In single family homes constructed before smoke detectors were required, 10-year sealed lithium battery smoke alarms are all that is required. In single family homes constructed after smoke detectors were required it is possible that smoke detectors may be electrically operated. If the dwelling unit was constructed with electric smoke detectors(s) they must be maintained throughout the life of the dwelling. In some cases it will be necessary to install 10-year sealed lithium battery smoke alarms to supplement the electric smoke detectors.

All multi-family buildings, regardless of the date of construction, are required to have electrically operated smoke detectors. This includes garden apartments, condominiums, hotels and motels. Call (410) 313-1830 for more information.

HOW TO APPLY AND WHAT TO EXPECT

A property owner or authorized agent of the property owner may request a Rental License Application by mail or at the Department of Inspections, Licenses and Permits counter on the first floor the George Howard Building (3430 Courthouse Drive, Ellicott City).

After the owner or agent returns the completed application with the required fee, the Department sends a letter requesting that the responsible person contact the Housing Inspector to arrange an appointment for inspection of the unit. Occupancy is prohibited until the unit has been inspected and the license is approved.

Appointments are generally available within two weeks of accepted application. To check status of rental application, go to MYHOWARD.INFO.

The Inspector looks for the following:

- Maintenance and proper installation of smoke detectors;
- Proper light and ventilation;
- Maintenance of gutters and downspouts;
- Properly installed and maintained heating facilities, water heater, and electrical wiring;
- Proper location of exit(s)
- Maintenance of fire extinguishers, sprinkler systems, and other fire protection features in multi-family buildings;
- Sanitary conditions

The Inspector records deficiencies such as:

- Structural deterioration, (such as holes in walls, windows, floors, deteriorated foundations, chimneys);
- Accumulation of garbage or rubbish on the grounds or in the dwelling unit;
- Insect or rodent infestation;
- Dangerous storage of flammable liquids, gas or combustible material;
- Overcrowding; and
- Unsanitary conditions.

If there are no deficiencies, the Inspector will give an approved copy of the rental license application form to the owner or agent and simultaneously notifies the Permits Office that the Rental License can be issued. If deficiencies are discovered, the Inspector gives a list of them to the owner or agent, determines a time limit for correction and sets a date for reinspection.

SCHEDULE OF FEES FOR LICENSES

APARTMENT COMPLEXES:

.....\$93.50 per unit

MOTELS, HOTELS, DORMITORIES, ROOMERS, SHELTERED CARE:

.....\$55 per room

SINGLE UNITS such as single family detached, single family attached, individually owned condominiums, duplexes, mobile homes, house sharing:

.....\$93.50 per unit

ASSISTED LIVING OR GROUP HOME UNITS:

.....\$55.00 per sleeping room

RENTAL LICENSE DURATION

Licenses are issued for a two year period.

OWNERS ARE REQUIRED TO KEEP THEIR INFORMATION CURRENT

Owners/agents must notify this Department in writing if the property is sold, becomes unoccupied, is re-occupied by the owner(s) during the term of the license, OR, if there are any changes to the contact information (change of address, telephone number, email address, etc.).

FOR MORE INFORMATION

Copies of the *Property Maintenance Code Local Amendments* are available from:

Department of Inspections, License and Permits
3430 Court House Drive
Ellicott City, MD 21043

Licenses..... (410) 313-2455 then press 4

Inspections..... (410) 313-1830

FAX (410) 313-3322

TT..... (410) 313-2323

VISIT OUR WEBSITE www.howardcountymd.gov



Rental License Application

Howard County, Maryland
Department of Inspections, Licenses, and Permits

3430 Court House Drive, Ellicott City, MD 21043
Licenses: 410-313-2455 Inspections: 410-313-1830
www.howardcountymd.gov

License # _____

WHEN COMPLETING THE APPLICATION, PLEASE NOTE THE FOLLOWING:

This form must be signed by the property owner or legally authorized individual (Power of Attorney Required). Electronic Signatures are not accepted.

The property owner's information may not contain the same address as the rental property address, unless the owner is renting out rooms, a level of a home, or an apartment in their primary residence.

The property owner's information may not contain a PO Box unless listed as a business entity, or an APO/FPO/DPO Box. The property owner's address must be their physical domicile; if moving out-of-state, the address provided must be the new address.

The local/resident agent is the person/entity responsible to accept legal process on the behalf of the property owner.

APPLICATION TYPE: (Check One) REQUIRED - PLEASE PRINT OR TYPE

☐ New ☐ Renewal ☐ Update Info ☐ Transfer Owner (Fee Required)

RENTAL PROPERTY INFORMATION: REQUIRED - PLEASE PRINT OR TYPE

Physical Property Address: _____ Unit: _____
City: _____ State: _____ Zip Code: _____
Subdivision/Village/Complex Name: _____

PROPERTY OWNER INFORMATION: REQUIRED - PLEASE PRINT OR TYPE

Owner(s) Name(s) (As it appears on tax records): _____
Business Entity (If applicable): ☐ Corporation ☐ Association ☐ Partnership ☐ Trust ☐ Other: _____
Owner's Address/Principal Office: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____
Additional Info: _____

BILLING CONTACT: REQUIRED - PLEASE PRINT OR TYPE

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____

PROPERTY MANAGEMENT:

(If Applicable)

Name: _____
Company: _____
Address: _____
City: _____
State: _____ Zip Code: _____
Phone: _____
Cell: _____
Fax: _____
Email: _____

MARYLAND LOCAL OR RESIDENT AGENT:

REQUIRED If owner is out-of-state or a business entity

Name: _____
Company: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
Cell: _____
Fax: _____
Email: _____

ADDITIONAL ADDRESS/CONTACT INFORMATION:

TYPE OF STRUCTURE: (Select One) REQUIRED – PLEASE PRINT OR TYPE☐ Single Family Dwelling ☐ Single Family Townhouse ☐ Duplex ☐ Mobile Home ☐ Multifamily Dwelling or Complex**TYPE OF RENTAL UNIT: (Select One) REQUIRED – PLEASE PRINT OR TYPE**☐ Single Family Dwelling ☐ Townhouse ☐ Individually Owned Condominium ☐ Duplex ☐ Mobile Home

of bedrooms in unit(s): _____ Other Info: _____

☐ Apartment(s) ☐ Accessory Apartment (In Owner's Primary Residence) *Requires Prior Approval from the Department of Planning and Zoning*

of units: _____ Additional Clarification (i.e. location of unit, etc.): _____

☐ Rooming Unit(s)

of client sleeping rooms: _____ # of tenants: _____

☐ Hotel ☐ Motel ☐ Bed and Breakfast ☐ Apartment Complex

of units: _____ Other Info: _____

☐ Group Home ☐ Assisted Living *Fire Sprinkler System Required*

of client sleeping rooms: _____ To be licensed for _____ # of clients: _____ Other Info: _____

OTHER PROPERTY INFORMATION: REQUIRED – PLEASE PRINT OR TYPE

Year Built**:

of stories (Above Ground):

Historical District: ☐ Yes ☐ No****Properties built before 1978 must provide a PHYSICAL COPY of the Maryland Department of the Environment (MDE) lead certification, which must be kept current.***After 02/24/2006, ALL affected properties in which a person at risk (i.e. Under the age of 6, or a pregnant woman), and of whom the owner has been notified in writing, must satisfy the risk reduction standard as specified in § 6-815(a) of the Environment Article.*Fire Sprinkler System: ☐ Yes ☐ NoUtilities: ☐ Gas ☐ Electric ☐ Solar ☐ Oil ☐ GeothermalType of Smoke Alarms: ☐ Battery Powered Only ☐ Hard Wired ☐ Combo CO ☐ WirelessWater Supply: ☐ Public ☐ Private (Well)Sewage Disposal: ☐ Public ☐ Private (Septic or Shared Septic)**COMMUNITY ASSOCIATION INFORMATION: REQUIRED – PLEASE PRINT OR TYPE****Is the property part of a local Home Owner's Association (HOA) or Condo Association? (Please Select One) ☐ Yes* ☐ No*****If yes, by signing this document, I certify that my association fees are current and/or not more than 30 days past due AND there is no outstanding final adjudication against me/us for failure to pay said fees to the governing association.**

Association Name: _____

Association Address: _____

City: _____ State: _____ Zip Code: _____

Association Phone: _____ Association Fax: _____

Association Email: _____

AGREEMENT/DISCLAIMER: REQUIRED – PLEASE PRINT OR TYPE

A rental license application must be on file with the Department of Inspections, Licenses, and Permits, all necessary fees paid, and an inspection conducted and approved, before the issuance of the Rental Housing License. Applications expire 6 months after the date of application if no inspection has been conducted and approved. The Owner's contact information must be kept current to maintain the license. By my signature below, I grant permission to access the property to conduct inspections:

I, _____ (Owner, please print) have carefully examined and read this application and know the same is true and correct, and that in renting this dwelling unit, all provisions of Howard County Ordinances and State Laws will be complied with whether herein or not.

Property Owner Original Signature **REQUIRED** _____ Date: ____ / ____ / ____
Manager/ Agent Signature (If Applicable) _____

Please make checks payable to: **Director of Finance, Howard County**. Renewable every two years.

THIS OFFICE MUST BE NOTIFIED IN WRITING OF ANY CHANGES; I.E. OWNER'S ADDRESS, AGENT BEING ADDED OR DELETED, PROPERTY BECOMING OWNER OCCUPIED, SOLD, OWNERSHIP TRANSFERS, ETC.

FAILURE TO DO SO MAY RESULT IN LATE FEES AND CIVIL CITATIONS PER HOWARD COUNTY CODE 14. 901 (d)(1).

****INCOMPLETE AND/OR INACCURATE APPLICATIONS WILL BE RETURNED****

FOR OFFICE USE ONLY:

Date Entered: ____ / ____ / ____

Fee: _____

Check #: _____

Invoice# _____

HOWARD COUNTY
RENTAL HOUSING LICENSE FEE SCHEDULE

Department of Inspections, Licenses and Permits
3430 Court House Drive, Ellicott City, Maryland 21043
410-313-2455, Opt #4

Howard County Council Resolution #72-2019 Effective July 1, 2019

Applies only to rental housing for which a rental housing license is required pursuant to the Howard County Code, Section 14.901. Licenses are biennial (every two years).

License fees shown include the 10% technology fee.

Type of Housing:

3 or More Family Dwelling Units (apartments). Occupants in this use type are not transient and do not require supervision.
\$93.50 per dwelling unit

1 or 2 Family Dwelling Units (single family detached, single family townhouse, duplex, individually owned condominium apartment, mobile home). Occupants in this use type are not transient and do not require supervision.
\$93.50 per dwelling unit

Assisted Living Unit (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically elderly and require 24-hour supervision.
\$55.00 per sleeping room

Group Home Unit (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically adults requiring supervised independent living.
\$55.00 per sleeping room

Rooming Unit (A single sleeping room). Occupants in this use type are not transient. Owners must reside in the home to qualify as a rooming unit. Two or more rooming units require a license.
\$55.00 per sleeping room

Hotels, Motels, Bed and Breakfast Units (1 or 2 Family Dwelling unit or a 3 or More Family Dwelling Unit). Occupants in this use type are transient in nature, making use of the facility for a period of less than 30 days.
\$55.00 per sleeping room

Other Charges

Transfer fee.....	\$20.00
Late fee for restoration of an expired license after the billing period.....	\$25.00 plus the license fee
Late fee for bills unpaid	
After 30 days.....	\$15.00
After 60 days.....	\$25.00
License fee is non-refundable if inspection has been made	
Investigative Fee.....	\$100

Reinspection Surcharge

A reinspection surcharge shall be imposed for properties which required more than one reinspection to verify or determine compliance with a notice of violation issued. The surcharge does not apply if the applicant did not contribute to the need for the reinspection.

2 nd reinspection (3 rd visit to property).....	\$50
3 rd reinspection (4 th visit to property).....	\$75
4 th reinspection (5 th visit to property).....	\$125

Rental Housing Licenses Refund Policy

There may be a full refund if an inspection of the property has not been conducted.
Half of the license fee may be refunded if, within the first year of the licenses, the property ceases to be used as a rental property.

The license fee is non-refundable if inspection has been made or if, during the second year of the license, the property ceases to be used as a rental property.

**DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS
INSPECTIONS AND ENFORCEMENT DIVISION
NEW RENTAL HOUSING INSPECTION CHECKLIST
410-313-1830**

PLEASE NOTE THIS CHECKLIST IS MERELY A GUIDE CONTAINING MOST COMMONLY FAILED ITEMS, AND IS NOT AN ALL-INCLUSIVE LIST:

- ☐ **SMOKE ALARMS BATTERY ONLY (NO WIRES)** – All **removable battery powered only** smoke alarms (those not connected to the buildings AC electrical wiring), must be replaced with **NEW** 10-year **non-removable or sealed-in** lithium battery smoke alarms. Smoke alarms **MUST** be installed on every level of the home. Additionally, a smoke alarm **MUST** be installed in the hallway outside of and adjacent to the bedrooms **AND**, a smoke alarm must be installed **inside** of each bedroom. Always install smoke alarms in accordance with manufacturer's instructions. The date of manufacture is on the bottom (wall side) of the smoke alarm, they cannot be more than 10 years old. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- ☐ **SMOKE ALARMS ELECTRIC (HAS WIRES)** – Hardwired smoke alarms (those connected to electrical wiring of the house) The entire alarm **MUST** be replaced if they are more than 10 years old. The date of manufacture is on the bottom (wall side) of the smoke alarm. If there is no date, it is more than 10 years old and must be replaced. **Never replace electric hardwired smoke alarms with battery powered only smoke alarms.** Hardwired smoke alarms must always be replaced with **NEW** hardwired smoke alarms. Hardwired smoke alarms are still allowed to have a removeable backup battery; however, electrically hardwired smoke alarms with a non-removable 10-year battery are beginning to be available on the market. Install smoke alarms in accordance with the manufacturer's instructions. Smoke alarms must be installed on every level of the home, inside of each bedroom and in the outside hallway adjacent to the bedrooms. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- ☐ **CARBON MONOXIDE ALARMS** – Effective April 1, 2018, a new Maryland State Law (Call 1-800-525-3124 with questions) goes into effect that requires all rental properties to install carbon monoxide alarms (CO) be installed outside of each sleeping area and on every level to include the basement in a building/home that contains any fuel burning equipment, wood burning appliance or has an enclosed attached garage. Carbon monoxide alarms can be hardwired with a battery backup or battery powered with a ten-year battery with a sealed tamper resistant compartment. The State recommends that affected properties replace the current hard-wired smoke alarms with a combination smoke alarm/carbon monoxide alarm unit. Carbon Monoxide Alarms should be installed in accordance with the manufacturer's instructions. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- ☐ **CLEAN AND SANITARY CONDITION** – Your dwelling unit and any storage sheds or buildings, detached garages, fences and gates, etc. must be in good repair. The living unit must be clean and sanitary when the inspector arrives. All repairs and renovations should be fully completed in a workmanlike manner and all tools, materials, and debris removed from the premises. The yard must be free of trash and debris.
- ☐ **FIREPLACES** – Level 1 Inspection required on masonry (wood burning) fireplaces. If it is a masonry fireplace, wood burning fireplace or woodstove, you must have proof of chimney flue cleaning within the last 12 months. Report provided must indicate the fireplace or woodstove is safe to use for its intended use. **PROVIDE DOCUMENTATION OF SAME.**
- ☐ **WELL/SEPTIC SERVED PROPERTIES** - If your property does get its potable (drinking) water from a well, you must have your water tested for potability to ensure it is safe for tenants to drink (Test for: Nitrates, Coliforms and Bacteria). You must provide the Inspector with a recent copy of this report indicating that the water is free from contamination prior to approval of the license. Provide documentation indicating septic was pumped within last 3-years.
- ☐ **OCCUPANCY LIMITATIONS - Bedrooms** – Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. **Living Room** – 3 to 5 occupants must have a minimum of 120 square feet, 6 or more occupants must have a minimum of 150 square feet. **Dining Room** – 3 to 5 occupants must have a minimum of 80 square feet, 6 or more occupants must have 200 square feet. **Combined living room and dining room spaces** - If the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living/dining room. *There are additional requirements for efficiency Apartment units whose maximum occupancy is 3 persons.*
- ☐ **HOT WATER HEATER** – Check to ensure temperature and pressure relief valve is piped down to the floor not more than 6 inches above floor level or piped into sump pump pit or other approved termination. Check venting if gas fired. Assure clearances. New State Law effective April 1, 2018 requires the installation of Carbon Monoxide Alarms if appliances are gas fired.
- ☐ **WASHER/DRYER** – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer should be vented to the exterior or as per manufacturer's instructions. **Flexible exhaust duct must be metallic/metal and not plastic.**

- ☐ **ELECTRICAL PANEL BOX** – Check for tripped breakers, missing spacers or breakers providing access to the interior buss bar. A minimum clear space (30" in width and 36" in front) must be left open at the electrical panel.
- ☐ **ELECTRICAL SERVICE CABLE** – Property owners are responsible for maintaining the electrical service entrance cable to the home. The large electrical wire from the 1st connection point at building all the way to the electric meter. If this cable is in disrepair (wire covering deteriorating), it must be replaced by a licensed electrician, under permit.
- ☐ **FURNACE** – Forced air, heat pump or other forced air type unit, check for filter, if visible, is it clean. If gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue. Last service invoice is important to note/provide.
- ☐ **HOT WATER BOILER** – May provide domestic hot water in addition to heat, boiler circulates hot water through a system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within 6 – 8 inches of floor level. The unit should be serviced annually.
- ☐ **ROOMS ON ALL FLOORS** – Check perimeter of room (floors/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use an outlet tester on random outlets; **OUTLETS CANNOT BE PAINTED OVER**. Painted outlets must be replaced and cannot be cleaned. Note how many bedrooms.
- ☐ **BASEMENT** – Check for window meeting egress requirements in basement if there is a bedroom in the basement (No more than 44 in. above floor, window min. clear opening 5.7 sq. ft.; min. 20 in. wide, min. 24 in. high). Check for signs of leaks at foundation, exterior door, areaway or flooring above.
- ☐ **BATHROOM/POWDER ROOM** – Check for ventilation fan exhausted to the exterior or openable window; check bathtub/shower tiles for loose tiles and proper caulking at wall and tub as well as where the tub meets the floor; check floors to ensure they are impervious to water and have no loose or missing tiles; flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet; check under the vanity cabinet for any water leaks or signs of previous water leaks, and all caulking is in good condition; toilet seats should be hard surface.
- ☐ **ALL ROOMS** – Check to ensure that all switch plates and duplex outlet covers are installed, check for open (exposed wires) electrical junction boxes. Ensure that receptacles are not painted. Check for holes in walls, floors and ceilings. Ensure there is no peeling paint. Close and lock and reopen all interior doors for fit and operation. Must be clean and sanitary.
- ☐ **WINDOWS** – Check windows to ensure there are locks on all first-floor windows (with a sill height of 6 ft. or less from ground), and window functions properly. Windows must be able to remain open (held in place with their own hardware) without slamming shut. Ensure window screens are in place, tight fitting and free of holes.
- ☐ **SPRINKLERS** – If the house has a sprinkler system (for fire suppression), check sprinkler heads for clearance requirements and ensure that no heads are painted or damaged. Ask for a copy of the last sprinkler report (in multi-family buildings). If residential sprinkler system in single family dwelling, no report may be available; however, the backflow device is to be inspected annually and replaced every 5 years.
- ☐ **KITCHEN** – Run water in sink and check for leaks under the sink, check garbage disposal for operation and proper electrical connection; check inside stove to ensure it is clean and sanitary. Turn on stove and burners to ensure they are in working order; check stove hood fan and light for operation; look inside dishwasher to ensure it is clean and sanitary; turn on dishwasher to ensure it is working properly if you suspect it is not; look inside cabinet doors for signs of roach infestation and ensure they are clean and sanitary; look inside refrigerator (if provided) for clean sanitary condition free of odors; dishwasher is attached to under counter; drawers do not pull out all the way and are attached on drawer rails; cabinets and counter surfaces are not delaminated or damaged.
- ☐ **STAIRWAYS (INSIDE/OUTSIDE)** – Check to ensure handrails are in place and secured if there are four risers or more. Metal handrails must not be rusted or have peeling and flaking paint.
- ☐ **EXTERIOR** – Check to ensure that gutters and downspouts are not crushed or clogged and are free of overhanging branches. Since it is hard to determine the condition of a gutter from the ground, look for plant/weed growth which is a sure sign it is clogged up; splash blocks should be in place at the termination of the downspout; look for green discoloration on siding which is a sign that gutters and downspouts are not functional; look for large areas of moss growth near foundation wall-this may indicate standing water; look for areas where topsoil is missing exposing stones/pebbles; ensure that globes are on all exterior light fixtures (all exit doors require a light); ensure there are no holes in the exterior that would allow nuisance animals to enter; ensure there is no rotted wood trim or cracking or peeling paint; visually look at roof covering for signs of deterioration (note any clawing shingles or missing shingles); check fences and/or gates to ensure they are structurally sound and hardware is in place on all gates; ensure that sliding doors work properly and screen slider is secure; if the house has a deck, check it to ensure it has proper railings and is structurally sound; check sidewalks/steps for tripping hazards.

- ☐ **PREMISES IDENTIFICATION – ADDRESS NUMBERS MUST BE POSTED IN A POSITION TO BE PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.** These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.
- ☐ **DEADBOLT LOCKS –** Doors providing access to the unit shall be equipped with a deadbolt lock designed to be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch. For this purpose, a sliding bolt shall not be considered an acceptable deadbolt lock. **ALL DOUBLE-KEYED DEADBOLTS MUST BE REPLACED WITH APPROPRIATE LOCK.**
- ☐ **LEAD PAINT -** Pursuant to Title 6, Subtitle 8, of the Environmental Article, Annotated Code of Maryland and the Howard County Property Maintenance Code, Section 305.3.1, please be aware if your property was built prior to 1978, regardless of renovation history, a Maryland Department of the Environment Lead Paint Risk Reduction Certificate (Form 330), Lead Free or Limited Lead Free Certificate must be on file with our office in order to maintain your rental license for Howard County. This office does not have access to State records if you have already obtained one.