



RENTAL HOUSING LICENSE APPLICATION

**Rental Housing License Payments, Room 151
Baltimore County, Maryland
Old Court House 400 Washington Avenue
Towson, Maryland 21204-4665
410-887-6060**

FOR OFFICE USE ONLY
LICENSE # _____
Expiration Date _____

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. Signatures must be original IN BLUE ink. 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 - \$50.00 • Dwelling unit: Owner occupied and contains 1 or 2 tenants: Per Unit - \$ 40.00
- Dwelling unit: Owner occupied and contains 3 or more tenants: Per Unit - \$ 50.00 • 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 on your property account on the Internet at: www.dat.state.md.us and click on "Real Property Data Search", or on your tax documents.

RENTAL PROPERTY INFORMATION:

Rental Property Address _____ Zip Code _____

Property Account / Parcel No. _____ Council District _____

Is this Section 8 Housing? No Yes (please submit proof). **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 **Air Conditioning System:** Window Unit (s)/ Central Air

Sewage System: Public Private **Water Source:** Public Private **Hot Water Heating System:** Electric Gas

Section 2: PROPERTY OWNER'S INFORMATION

PROPERTY OWNER'S INFORMATION:

Property Owner Name _____ Home No. _____

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, 1950.**

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

Yes No Provide Year Built _____.

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 NO, go directly to Section 5 below.

*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 (This 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, 2003 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).

(Total number of units)

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.

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

NOTE: Separate Baltimore County law prohibits more than two unrelated adults from living together unless the county authorizes the unit as a room 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. 101), 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 premise is 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).