



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

410-887-6060

**The following must be submitted:** A completed application with all information printed, typed, or checked as appropriate. If a Boarding/ Rooming House, provide copy of Use Permit. Include applicable lead inspection certificate. Payment payable to "Baltimore County, Maryland" attached to payment coupon, completed inspection sheet (from a licensed home inspector) or Registration Exemption Affidavit.

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

•Dwelling unit: Not owner occupied, Including Short-term Rentals: 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 Application Information - No Fee

**TYPE OF APPLICATION:** (Check all that apply)

\_\_\_\_ New \_\_\_\_ Renewal Change in: \_\_\_\_ Property Owner Information \_\_\_\_ Operator, Agent, Trustee, or Tenant 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](http://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](http://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: TENANT INFORMATION**  
**This information must be updated within 30 days of any change**

Is the unit occupied    Yes    No                      What is the total number of adult tenants in the unit? \_\_\_\_\_

Is this a Boarding /Rooming House    Yes    No                      If Yes, what is the Use Permit Number: \_\_\_\_\_

Please list name and contact information for each adult tenant. If there are more than two adult tenants, please list familial relationship.

**Tenant 1**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Familiar Relationship to other adult tenants: \_\_\_\_\_

**Tenant 2**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Familial Relationship to other adult tenants: \_\_\_\_\_

**Tenant 3**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Familial Relationship to other adult tenants: \_\_\_\_\_

**Tenant 4**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Familial Relationship to other adult tenants: \_\_\_\_\_

**Please note, if there are additional adult tenants, please include information on a separate sheet of paper.**

**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](http://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](http://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](http://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 boarding/rooming house.

**BOARDING / ROOMING 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).

### **Attention Property Owners in Baltimore County**

Baltimore County Department of Public Works and Transportation needs information about the material of your water service line. In compliance with the U.S. Environmental Protection Agency's Lead and Copper Rule Revision(LCRR) released in January 2021, all water systems nationwide are required to verify water service line materials and make this information accessible to the public. To determine if you need to take the Customer Service Line Material Survey, please follow the instructions below:

Step 1: Visit the URL link <https://bit.ly/SLMaterialSurvey>

Step 2: Enter or locate your address on the map

Step 3: If a blue dot appears, please proceed to complete the 5-minute survey.

Thank you for your help!