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Subject: Residential Rental Facilities - Fees	
Effective Date: May 12, 2014	

**RESIDENTIAL RENTAL FACILITIES – FEES
ADMINISTRATIVE REGULATIONS**

Pursuant to *Takoma Park Code Chapter 6.16 Landlord Tenant Relations*, the following Administrative Regulations are hereby promulgated and are to be used in coordination with *Takoma Park Code Chapter 6.16.090 Fees – General provision, permitted fees, optional fees, prohibited fee*.

Section 1. Administration

The City Manager is authorized by *Takoma Park Code Chapter 2.12 Administrative Regulations* to establish administrative regulations governing the maximum fees that can be charged by residential landlords to their tenants for services and optional amenities.

Section 2. General Provisions

- A. All fees shall be assessed on a uniform basis.
- B. No fee shall be charged for a service or amenity that was previously included in the rent for the rental unit or provided at no cost to prior tenants.
- C. Fees for all optional services and amenities shall be clearly identified in the lease and disclosed by the landlord prior to the commencement of the tenant’s tenancy.
- D. Tenants shall have the right to refuse all optional amenities and services.

Section 3. Fee Schedule – Permitted Fees and Maximum Fee Allowed

Charges assessed by a landlord to a tenant for the following services and amenities shall not exceed the maximum established fee.

Type of Fee	Maximum Fee Allowed
Leasing Fees	One-time fee of \$35 assessed at start of a tenancy
Late Rent Fee	Five percent (5%) of the rent due
Lost Key Fee	Actual cost to duplicate key plus \$25 administrative fee
Pet Fee	Cat \$25/month Dog \$30/month Other \$15/month

Proposed: Sara Anne Daines	Date:
Title: Housing and Community Development Director	May 12, 2014
Approved: Brian T. Kenner	Date:
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Type of Fee (continued)	Maximum Fee Allowed (continued)
Parking Fee	Per vehicle - \$50/month for on-site parking
Storage Fee	For storage located outside of the rental unit - \$50/month
Air Conditioning Fees	The following air conditioning fees may be charged between the months of May and September. a. Rental of AC Unit - \$35/month per unit b. Excess Utility Fee - Actual cost of increased electricity usage c. Installation Fee - Actual cost to install AC unit
Cable or Wi-Fi Fees	Actual cost of service, divided equally among users
Large Item Trash Removal	Actual cost to remove large or unique items not typically included in routine trash or recycling service
Short Term Lease Fee	\$75/month for the term of the initial lease only
Furnished Apartment Fee	Ten percent (10%) of monthly rent charge for rental unit At a minimum the rental unit must be furnished with a dresser and bed for each bedroom, a sofa and table and chairs for meals in addition to standard appliances such as a stove and refrigerator.

Section 4. Application for Implementation of New Fee

- A. Landlord may apply for the establishment of a fee for a service or amenity not listed herein.
- B. Prior to the establishment of the new fee, the landlord must submit an *Application for Implementation of Fee Not Included in Fee Regulation* (an example of which is included as Exhibit A) and all supporting documentation to the City of Takoma Park's Housing and Community Development Department (the "Department") for review.
- C. Notice of the Department's approval or denial of the new fee will be provided to the landlord in writing within 30 calendar days of application.

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Section 5. Application for Waiver of Fee Restriction

- A. Landlord may apply for a waiver from the established fee schedule.
- B. The landlord must submit an *Application for Waiver of Fee Restriction* (an example of which is included as Exhibit B) and all supporting documentation to the City of Takoma Park’s Housing and Community Development Department (the “Department”).
- C. Notice of the Department’s approval or denial of the fee waiver will be provided to the landlord in writing within 30 calendar days of application.

Section 6. Request for Reconsideration

The Department’s decision to deny the establishment of a new fee or to waive a fee restriction may be appealed by the landlord. Such request for reconsideration must be in writing and submitted to the City Manager within 30 calendar days of the decision.

The City Manager will review the request for reconsideration and any new information that may be submitted in support of the request. A written decision on the request for reconsideration will be issued within 15 business days of its receipt.

Section 7. Annual Review and Publication

The City Manager or designee shall review established fees on an annual basis. Information on any additions, deletions or revisions to the fee schedule shall be published annually in July, commencing July 2015 and attached hereto as Attachment 1.

Section 8. Enforcement Responsibility

The Housing and Community Development Director or designee shall be responsible for the enforcement of these Administrative Regulations.

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Exhibit A

EXAMPLE

Application for Implementation of Fee Not Included in Fee Regulation

1. Address of Rental Facility _____
2. Number of Rental Units _____
3. Name of Owner _____
4. Mailing Address _____
5. Phone (_____)_____ Email _____
6. Name and Description of Proposed Fee

7. Proposed Fee Amount \$_____
8. List any attached documentation that will support your request

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Exhibit B

EXAMPLE

Application for Waiver of Fee Restriction

1. Address of Rental Facility _____
2. Number of Rental Units _____
3. Name of Owner _____
4. Mailing Address _____
5. Phone (____) _____ Email _____
6. Name and Description of Fee _____

7. Describe Need for Waiver of Restrictions

8. List any attached documentation that will support your request

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