

City of Takoma Park, Maryland

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 (301.891.7216 / FAX 301.270.4568 / email housing@takomaparkmd.gov).

HCD Office Use Only

Registration Received _____

Registration Number _____

Bill Paid _____

Initial Inspection _____

Inspection Passed _____

Registration Issued _____