

**APPLICATION**

**For the Transfer, Modification or Discontinuation of Rental Housing License**

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A property owner is required to report changes in the status of a licensed rental facility to the City of Takoma Park within 15 business days of the change. Failure to comply with this requirement is a violation of City Code (*Chapter 6.08.060*) and may result in the issuance of a municipal infraction citation and a fine.

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**ADDRESS:** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

**Please check** whether you are requesting a transfer, modification or discontinuation of the existing rental license **and attach the required documentation**. **DO NOT** check more than one type of request. Notice of the action taken by the City in response to your request will be issued within ten business days of the receipt of its submission.

     **TRANSFER OF RENTAL HOUSING LICENSE**

**The property has been sold or the ownership of the property has been transferred to another individual or entity.** Closing Disclosure form or similar documentation of the sale or transfer must be submitted with this form and the required **\$75.00 transfer fee paid** and other licensing requirements must be satisfied before the rental license can be transferred.

I am the current owner [\_\_\_\_\_] / previous owner [\_\_\_\_\_] of the above described property

     **MODIFICATION OF EXISTING RENTAL LICENSE**

**Reduction in the Number of Rental units:**

The number of rental units noted on the current rental license has decreased due to one of the following actions. **Check only ONE of the following.**

- One or more units in the building have been sold (applies to condominium units only).
- One or more units have been condemned by the County and are no longer available for rent.
- The owner is occupying one or more of the rental units.
- The rental facility has been renovated resulting in the loss of one or more rental units.

**Increase in the Number of Rental units:**

The number of rental units noted on the current rental license has increased due one of the following actions. The new unit(s) must be licensed prior to occupancy. (Please provide the requested information.)

Total number of added rental units: \_\_\_\_\_ Unit Number(s): \_\_\_\_\_

Prior to the issuance of a modified rental license, the rental facility must be inspected by the City or its representative. Please contact the Department of Housing and Community Development at 301-891-7119 to schedule an inspection. Additional documentation may be requested.

\_\_\_ **DISCONTINUATION OF RENTAL LICENSE** (Check only ONE of the following.)

\_\_\_ **Rental facility is currently occupied by the property owner.** To verify that the property is occupied by the owner and no longer available for rent, supporting documentation such as verification of your *Homestead Tax Credit*, Maryland drivers license, voter registration card, or similar documentation must be submitted with this form.

\_\_\_ **Rental facility is not habitable.** To verify that the rental facility is no longer habitable, it must be inspected by the City or its representative. Please contact the Department of Housing and Community Development at 301-891-7119 to schedule an inspection.

\_\_\_ **Rental facility is vacant and no longer available for rent.**

\_\_\_\_\_ Date Unit or Property became vacant.

To verify that the facility is vacant and no longer available for rent, it must be inspected by the City or its representative. The inspector may require the removal of all cooking facilities from the discontinued unit(s). Please contact the Department of Housing and Community Development at 301-891-7119 to schedule an inspection. Additional documentation may be requested.

**Property Owner Certification and Acknowledgment**

I hereby certify that I am the current owner [\_\_\_] / previous owner [\_\_\_] of the above described property and that the information provided herein is true and accurately reflects the rental status of the rental facility and the individual units located within the facility. I acknowledge that, if my request to modify or discontinue the rental license is approved by the City of Takoma Park, it is my responsibility to secure a new rental license in the event the property becomes available for rent under my ownership. I understand that failure to obtain the required rental license will result in the issuance of a municipal citation and fine.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Phone (Days): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Please complete this form and return it with required documentation to the  
City of Takoma Park Department of Housing and Community Development  
7500 Maple Avenue, Takoma Park, MD 20912  
Telephone: 301-891-7119 or email Housing@TakomaParkMd.gov**

**HCD Office Use Only**

Application Received: \_\_\_\_\_

Document Review: Documents Provided: \_\_\_\_\_  
Initial Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Required: Inspection Report: \_\_\_\_\_  
Assigned Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Final Review: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Final Review: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_