



City of Takoma Park Housing and Community Development

2022 Rental Housing License Renewal Instructions

Rental Housing Licenses are renewed through the [Takoma Park Housing Portal](https://tprents.takomagov.org/Default.aspx) found at <https://tprents.takomagov.org/Default.aspx>

You'll need your **license number**, your **UserID**, and your **password** to log in. If you have any difficulty with log-in please call the Department of Housing and Community Development at 301-891-7119.

Enter this information into the form and click on "Click here to login"

This will bring you to the Welcome page which looks like this:

<p>Licensing</p> <p>Rent Reports</p> <p>My Account</p> <ul style="list-style-type: none"> Change Contact Information Change Password <p>Help</p> <ul style="list-style-type: none"> Contact Us <p>Log Out</p>	<p>Select Licensing to renew your Rental Housing License.</p> <p>Select Rent Reports to complete and submit your Rent Report.</p> <p>Select Contact Us for phone and email contacts for help with these tasks.</p>
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Select “Licensing” from the menu at the left of the screen.

Then select “Renew License” from the next menu.

This will display the information on file for the property, the property owner, and the agent.



<p>Licensing</p> <ul style="list-style-type: none">Renew LicenseDiscontinue/Modify LicenseReport Review <p>Rent Reports</p> <p>My Account</p> <ul style="list-style-type: none">Change Contact InformationChange Password <p>Help</p> <ul style="list-style-type: none">Contact Us <p>Log Out</p>	<p>City of Takoma Park, Maryland</p> <h3>RENTAL HOUSING LICENSING APPLICATION</h3> <p>A property owner must obtain a license prior to operating a rental facility within the City of Takoma Park. This licensing requirement applies to ALL rental facilities regardless of their size, occupancy status, or ownership. Licenses are issued on a calendar year basis and expire on December 31 of any given year (<i>Takoma Park Code Sec 6.08</i>).</p> <p>LICENSE INFORMATION</p> <table><tr><td>Street Address of Rental Facility:</td><td>License Number</td><td><input type="text" value="1"/></td></tr><tr><td><input type="text" value="1234 Main Street"/></td><td>Number of Rental Units</td><td><input type="text" value="4"/></td></tr></table> <p>OWNER INFORMATION</p> <table><tr><td>Legal Owner(s)</td><td><input type="text" value="Acme Management"/></td></tr><tr><td>Type of Ownership</td><td><input type="checkbox"/> Individual <input checked="" type="checkbox"/> Trust/Estate <input type="checkbox"/> Gen Partnership <input type="checkbox"/> Corporation</td></tr></table>	Street Address of Rental Facility:	License Number	<input type="text" value="1"/>	<input type="text" value="1234 Main Street"/>	Number of Rental Units	<input type="text" value="4"/>	Legal Owner(s)	<input type="text" value="Acme Management"/>	Type of Ownership	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Trust/Estate <input type="checkbox"/> Gen Partnership <input type="checkbox"/> Corporation
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Type of Ownership	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Trust/Estate <input type="checkbox"/> Gen Partnership <input type="checkbox"/> Corporation										

Review the information displayed and make any necessary changes. Check the box at the bottom of the form to “sign” the renewal, and click on “Submit Application.”

The following will appear if your renewal application was submitted successfully:

✔ **Initilization Complete...**

✔ **Running License Report Complete...**

✔ **License Export Complete...**

✔ **Update Status Complete...**

✔ **License Recieved...**

License Renewal Application Submitted

- Pay your licensing fee online [EB2Gov](#)
- Enter the email address associated with your license, and the license number without the leading 0000s. Press the Continue button to get to the payment screen.
- If you prefer to pay by check, return the invoice sent via mail with a check in the amount indicated to City of Takoma Park. You can also pay at the Finance department walk-up window on the 3rd floor of the Community Center at 7500 Maple Avenue, Takoma Park, with cash, check, or credit card.

You may also pay by credit card by telephone by contact the City's Finance Department at 301-891-7212.

If you wish to see a copy of what was submitted, or print a copy for your files, use the "View/Print Application" button.

If you wish to pay your licensing fee online at this time, follow the link provided on this screen. When you are finished, select "Log Out" from the menu at the left.

Note: If you are renewing multiple licenses, you'll need to log out, clear your browser's cache (this can be done from your browser's settings menu), and then log back in with the information for the next license.

Please contact the Department of Housing and Community Development at Housing@TakomaParkMd.gov or call 301-891-7119 if you have any questions.