



City of Takoma Park Housing and Community Development

Rental Housing License Renewal Instructions

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

You'll need your **license number**, your **UserID**, and your **password** to log in. These can be found on the renewal notice sent to you by the City. If you do not have this notice available, call the Licensing Specialist at 240-315-6721.

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.

A screenshot of a web form titled 'RENTAL HOUSING LICENSING APPLICATION'. The form is for the City of Takoma Park, Maryland. It includes a sidebar menu on the left with options like 'Licensing', 'Rent Reports', 'My Account', 'Help', and 'Log Out'. The main content area has a header 'City of Takoma Park, Maryland' and a sub-header 'RENTAL HOUSING LICENSING APPLICATION'. Below this is a paragraph explaining the licensing requirement. The form is divided into two sections: 'LICENSE INFORMATION' and 'OWNER INFORMATION'. The 'LICENSE INFORMATION' section has two rows of input fields: 'Street Address of Rental Facility' (containing '1234 Main Street') and 'License Number' (containing '1'); and 'Number of Rental Units' (containing '4'). The 'OWNER INFORMATION' section has a 'Legal Owner(s)' field (containing 'Acme Management') and a 'Type of Ownership' section with four radio buttons: 'Individual' (unchecked), 'Trust/Estate' (checked), 'Gen Partnership' (unchecked), and 'Corporation' (unchecked).

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.

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 Licensing Specialist at pattim@takomaparkmd.gov or 240-315-6721 if you have questions or encounter any problems.