

**RENTAL HOUSING LICENSE APPLICATION**

Copy to Finance	_____
DHCA	_____
Housing	_____

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 (*Takoma Park Code Sec 6.08*).

**LICENSE INFORMATION**

Street Address of Rental Facility	License Number		Is this a New Rental Facility? YES ___ NO ___
	Number of Rental Units		

**OWNER INFORMATION**

Legal Owner(s)				
Type of Ownership (Please check one)	Individual	Trust / Estate	Gen Partnership	Corporation
Owner's Mailing Address				
Name of Primary Contact				
Telephone (Days)	( )	Cell Phone	( )	
Telephone (Evenings)	( )	Email Address		

**EMERGENCY CONTACT INFORMATION**

Emergency contact information is required for ALL rental facilities. Owners are required to identify an individual - other than themselves - who is authorized to act on their behalf in the event they are unavailable or otherwise unable to respond in case of an emergency. (*Takoma Park Code Chapter 6.16.050(J)*)

Name of Emergency Contact			
Mailing Address			
Telephone (Days)	( )	Cell Phone	( )

**AGENT INFORMATION**

**ALL NON-MARYLAND** resident property owners and **ALL** corporate, limited liability company, or other entity property owners such as a trust, are required by law to designate a **MARYLAND BASED** agent who is qualified to accept notices and service of process on behalf of the owner. (*Takoma Park Code Section 6.08.020A(1)*)

Name of Agent			
Mailing Address			
Telephone (Days)	( )	Cell Phone	( )
Telephone (Evenings)	( )	Email Address	

**Please complete reverse side of this application form**

**BUILDING INFORMATION: FOR MULTIFAMILY RENTAL BUILDINGS ONLY**

Total number of dwelling units in the building regardless of occupancy or rental status

Number of unit(s) in the building that will be occupied by the owner Unit #

Number of dwelling units to be licensed

**LANDLORD CERTIFICATION**

The property owner or the management agent must have a valid Takoma Park Landlord Certification.

Expiration Date of Certificate

**RECYCLING COLLECTION**

Provided by the City of Takoma Park? (TP Code 10.12.010)

YES

NO

If NO, name of provider. (TP Code 10.12.030)

**LICENSE FEE / TRANSFER FEE**

A fee charged per rental unit must be paid prior to the issuance of a license. Fees are nonrefundable and are not prorated in the event that a license is issued after January 1 or the number of rental units in a rental facility decreases during the calendar year. A transfer fee of \$75 is required in the event a property is sold during the licensing period.

**MARYLAND LEAD CERTIFICATION REQUIREMENTS**

The property must be in compliance with all applicable provisions of Annotated Code of Maryland, Title 6, Subtitle 8, *Reduction of Lead Risk in Housing*, as amended. For more information, please contact the Maryland Department of the Environment at 800-633-6101 EXT 4199, 410-537-4199 or online at [www.mde.state.md.us/lead](http://www.mde.state.md.us/lead) **A COPY OF YOUR CERTIFICATION MUST BE ON FILE WITH THE CITY OF TAKOMA PARK'S HOUSING & COMMUNITY SERVICES DIVISION.**

**INSPECTION REQUIREMENTS**

**Newly Licensed Rental Facilities:** Before a rental housing license can be issued for the initial rental of a rental facility or any rental unit, the rental facility must be inspected for compliance with the City's property maintenance code. Code deficiencies must be corrected before a license can be issued.

**Currently Licensed Rental Facilities:** An inspection is not required for the renewal of an existing license, however, the rental facility and all rental units must be inspected during the term of the license. Failure to abate identified code deficiencies may result in the revocation or suspension of the rental license.

**CERTIFICATION**

I hereby affirm that I am either the owner of the above referenced property or am authorized to act on behalf of the owner and that all of the information contained herein is true and correct to the best of my knowledge. I certify that I am in compliance with all of the five licensing requirements set forth above and understand that in the event there are any changes in ownership of this rental facility, its management, or rental status, I am required by law to notify the City of Takoma Park within 15 days of the change (*Takoma Park Code Chapter 6.08.050*).

Signature

Name (Print)

Date

The completed application form must be submitted to the City of Takoma Park Housing & Community Services Division  
7500 Maple Avenue, Takoma Park, MD 20912 (301-891-7216 / FAX 301.270.4568 or email [housing@takomaparkmd.gov](mailto:housing@takomaparkmd.gov))