



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://tprent.takomagov.org) found at <https://tprent.takomagov.org>

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"

Takoma Park
Housing Portal

Please Login...

Use this portal to complete

- Rental Housing License Renewals
- Rent Reports for Rent Stabilized Rental Facilities

as required by Takoma Park City Code Chapter 6 Housing.

If you need assistance with this portal, please contact the Housing and Community Development Department at 301-891-7119

This website uses "pop-ups" to display reports. If you use a pop-up blocker, please disable this feature in order to view reports for this site.

LOGIN

License #:

User ID:

Password:

[Click here to login.](#)

[Forgot Login Information](#)

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

Takoma Park
Rent Stabilization & Licensing

License # 1, 1234 Main Street

Welcome: John Q. Contact

<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' for the City of Takoma Park, Maryland. The form includes a left-hand navigation menu with links for 'Licensing', 'Rent Reports', 'My Account', 'Help', and 'Log Out'. The main content area shows the following: 'City of Takoma Park, Maryland', the title 'RENTAL HOUSING LICENSING APPLICATION', a paragraph explaining the licensing requirement, and two sections: 'LICENSE INFORMATION' with input fields for 'Street Address of Rental Facility' (1234 Main Street), 'License Number' (1), and 'Number of Rental Units' (4); and 'OWNER INFORMATION' with a text field for 'Legal Owner(s)' (Acme Management) and radio buttons for 'Type of Ownership' (Individual, Trust/Estate, Gen Partnership, Corporation), where 'Trust/Estate' is selected.

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.