



Rental License Application

DATE RECEIVED: _____

Howard County, Maryland
 Department of Inspections, Licenses, and
 Permits

3430 Court House Drive
 Ellicott City, MD 21043
 Licenses: 410-313-2455
 Inspections: 410-313-1830
www.howardcountymd.gov

License # _____

LICENSE APPLICATION <i>(Check One)</i> <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Update Info <input type="checkbox"/> Transfer Owner	When completing the application, please note: <i>This form must be signed by the property owner or legally authorized individual (Power of Attorney Required).</i> <i>The property owner's information may not contain the same address as the rental property address, unless the owner is renting out rooms, a level of a home, or an apartment in their primary residence. Clarification is required under "Type of Rental Unit."</i> <i>The property owner's information may not contain a PO Box unless listed as a business entity, or an APO/FPO/DPO Box.</i> <i>The local/resident agent is the person/entity responsible to accept legal process on the behalf of the property owner.</i>
---	---

RENTAL PROPERTY INFORMATION: *REQUIRED – PLEASE PRINT OR TYPE*

Physical Property Address:		Unit:
City:	State:	Zip Code:
Subdivision/Village/Complex Name:		

TYPE OF STRUCTURE:

Single Family Dwelling
 Townhouse
 Duplex
 Mobile Home
 Multi-Family Complex

PROPERTY OWNER INFORMATION: *REQUIRED – PLEASE PRINT OR TYPE*

Owner's Name <i>(As it appears on tax records):</i>		
Business Entity <i>(If applicable):</i> <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Other:		
Owner's Address/Principal Office:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Email:		
Additional Info:		

BILLING CONTACT: *REQUIRED – PLEASE PRINT OR TYPE*

Name:		
Company:		
Address:		
City:	State:	ZIP Code:
Phone:	Cell:	Fax:
Email:		

PROPERTY MANAGEMENT:	LOCAL OR RESIDENT AGENT:
-----------------------------	---------------------------------

<i>(If Applicable)</i>		<i>REQUIRED If owner is out-of-state or a business entity</i>	
Name:		Name:	
Company:		Company:	
Address:		Address:	
City:		City:	
State:	Zip Code:	State:	Zip:
Phone:		Phone:	
Cell:		Cell:	
Fax:		Fax:	
Email:		Email:	

TYPE OF RENTAL UNIT: *REQUIRED – PLEASE PRINT OR TYPE*

Single Family Dwelling Townhouse Individually Owned Condominium Duplex Mobile Home Rooming Unit(s)

of bedrooms in unit(s): _____ Other Info: _____

Apartment(s) Accessory Apartment (In Owner's Primary Residence) *Requires Approval from the Department of Planning and Zoning*

of units: _____ Additional Clarification (i.e. location of unit, etc.): _____

Hotel Motel Bed and Breakfast Apartment Complex

of units: _____ Other Info: _____

Group Home Assisted Living *Sleeping areas in basement must meet minimum egress requirements*

of sleeping rooms: _____ To be licensed for _____ # of clients Other Info: _____

REQUIRED:

Is the property part of a local Home Owner's Association or Condo Association? (Please Circle One) Yes* No

**If yes, by signing this document, I certify that my association fees are current and/or not more than 30 days past due AND there is no outstanding final adjudication against me/us for failure to pay said fees to the governing association.*

Association Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

PLEASE CHECK/RESPOND TO ALL THAT APPLY:

Year Built** : _____ # of stories (Above Ground): _____ Public Owned: Yes No Historical District: Yes No

****Properties built before 1950 must provide a physical copy of the Maryland Department of the Environment (MDE) lead certification, which must be kept current.**

After 02/24/2006, ALL affected properties in which a person at risk (i.e. Under the age of 6, or a pregnant woman), and of whom the owner has been notified in writing, must satisfy the risk reduction standard as specified in § 6-815(a) of the Environment Article.

MDE Lead Inspection Certificate #: _____ Sprinkler System: Yes No

Type of Smoke Detector: Battery Powered Hard Wired Combo CO Unknown

Smoke detectors are required on each floor level and inside each bedroom of all residential occupancies.

Water Supply: Public Private Unknown Sewage Disposal: Public Private Unknown

Utilities: Gas Electric Unknown

AGREEMENT/DISCLAIMER:

A rental license application must be on file with the Department of Inspections, Licenses, and Permits, all necessary fees paid, and an inspection conducted and approved, before the issuance of the Rental Housing License. Applications expire 6 months after the date of application if no inspection has been conducted and approved. The Owner's contact information must be kept current to maintain the license.

I, _____ (*Owner, please print*) have carefully examined and read this application and know the same is true and correct, and that in renting this dwelling unit, all provisions of Howard County Ordinances and State Laws will be complied with whether herein or not.

_____, _____ Date: ____ / ____ / ____
Property Owner Signature **REQUIRED** Manager/ Agent Signature (*If Applicable*)

Fee: \$ _____ Please make checks payable to: Director of Finance, Howard County. Renewable every two years.

THIS OFFICE MUST BE NOTIFIED OF ANY CHANGES; I.E. OWNER'S ADDRESS, AGENT BEING ADDED OR DELETED, PROPERTY BECOMING OWNER OCCUPIED, SOLD, OWNERSHIP TRANSFERS, ETC.

FAILURE TO DO SO MAY RESULT IN LATE FEES AND CIVIL CITATIONS PER HOWARD COUNTY CODE 14. 901 (d)(1).

FOR OFFICE USE ONLY:

Date Entered: ____ / ____ / ____ Check #: _____ Invoice# _____ Set ID: _____