



MONTGOMERY COUNTY GOVERNMENT OFFICE OF CONSUMER PROTECTION

100 Maryland Avenue, Room 3600
Rockville, Maryland 20850
240-777-3636 • FAX 240-777-3768 •
<http://montgomerycountymd.gov/ocp>



Ensuring Integrity
in our Marketplace

NEW HOME SELLER REGISTRATION APPLICATION

Only use this application to register the entity which is transferring title to a new home.

New Registration

Renewal Registration

Registration #: _____

Expiration Date: _____

Maryland Home Builder

Registration #: _____

(Required to waive \$250 Guaranty Fund Fee)

- *New and renewal registrations expire **two (2) years** from date of issuance.*
- *A non-refundable, non-waivable registration fee in the amount of **\$400** is required for every **NEW** registration.*
- *A non-refundable, non-waivable registration fee in the amount of **\$250** is required for every **RENEWAL** registration.*
- *A non-refundable, non-waivable State Guaranty Fund fee in the amount of **\$250** is required for every registration, **unless the applicant is currently registered with the Maryland Home Builder Registration Unit.***

Registration Fees **MUST** be paid by check or money order payable to "Montgomery County, MD"

Guaranty Fund Fees **MUST** be paid by check or money order payable to "Office of the Attorney General"

BOTH PAYMENTS MUST ACCOMPANY THE REGISTRATION APPLICATION

SECTION A - NEW HOME SELLER IDENTIFICATION

Identify the entity that has legal title to the real property on which new homes will be built and sold.

New Home Seller Entity: Corporation Limited Liability Company Partnership Sole Proprietor

New Home Seller Name: _____
*The New Home Seller Name(s) **MUST** Match the Name(s) Listed on the Deed and County Land Records*

Mailing Address: _____

Contact Name: _____

Contact Phone #: _____ **Contact Email:** _____

Is this New Home Seller related to a registered New Home Builder by common ownership or control?

YES **Same home building & selling business**

Complete Sections B and E, Skip Sections C and D.

NO **Different home building & selling business**

Complete Sections B, C, D, and E.

Identify the related New Home Builder below:

You must complete all Sections and are registering as a home selling business that contracts with unrelated, registered New Home Builders.

New Home Builder: _____

Registration #: _____

SECTION B – PROPERTY OWNED BY NEW HOME SELLER

Identify all property owned by this New Home Seller and the New Home Builder that will build the new homes.

Street Number: _____ Street Name: _____

City: _____ State: MD Zip Code: _____

New Home Builder: _____ Registration #: _____

If more space is required attach a list of all properties owned by this New Home Seller.

SECTION C - BUSINESS OWNERSHIP INFORMATION

Changes in ownership or owner address **MUST** be reported to OCP within 30 days of change.

I. CORPORATION AND LIMITED LIABILITY COMPANIES

Complete this section if your home selling business is formed as a **CORPORATION** or **LIMITED LIABILITY COMPANY(LLC)**.

NAME OF CORPORATION/OR LLC: _____

State of Incorporation / Organization: _____ Date of Incorporation / Organization: _____

Federal Employer Identification Number (FEIN): _____

Address: _____

Phone #: _____ Contact Email Address: _____

MARYLAND RESIDENT AGENT (Full name): _____

Address: _____ Phone #: _____

COMPLETE ONLY FOR LIMITED LIABILITY COMPANIES

If the LLC has an Operating Agreement identifying a Managing Member, provide a copy of the section of the agreement which identifies the Managing Member and identify below. If no Operating Agreement list all members of the LLC.

LLC MANAGING MEMBER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

PRESIDENT / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

VICE PRESIDENT / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

TREASURER / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

SECRETARY / MEMBER NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

List all other persons, officers, members, entities holding more than a 10% interest in the business.

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

II. **PARTNERSHIP**

*Complete this section if your home selling business is formed as a **PARTNERSHIP**. Provide the names of all partners holding more than a 10% partnership interest. If the partnership is a limited partnership, identify the general partner.*

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

FULL NAME OF PARTNER: _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

GENERAL PARTNER (if applicable): _____

Home Address: _____

Contact Phone #: _____ Email: _____ Ownership % _____

III. **SOLE PROPRIETOR**

*Complete this section if your home selling business is a **SOLE PROPRIETOR**.*

FULL NAME: _____

Home Address: _____

Contact Phone #: _____ Email: _____

SECTION D – LEGAL ACTION OR INTEREST IN OTHER HOME BUILDING OR SELLING ENTITIES

Your application will not be complete if any information in this section is omitted or incorrect.

- 1) Has this business or any individuals or companies named in Section C, had any interest in any other new home building or home selling companies in Montgomery County or any other jurisdiction in the past ten years?
Yes **No** *(If yes, please list their names and the companies involved in Supplement D)*

- 2) Has this business or any individuals or companies named in Section B, had any building or construction related license suspended, revoked, surrendered, or not renewed for cause in Montgomery County or any other jurisdiction?
Yes **No** *(If yes, please explain in Supplement D)*

- 3) Does this business or any individuals or companies named in Section B, have any unresolved Consumer Protection complaints pending in Montgomery County or any jurisdiction?
Yes **No** *(If yes, please explain in Supplement D)*

- 4) Does this business or any individuals or companies named in Section B, have any pending law suits or outstanding unsatisfied judgments?
Yes **No** *(If yes, please explain in Supplement D)*

- 5) Does this business have any outstanding building code violations?
Yes **No** *(If yes, please explain in Supplement D)*

- 6) Has any officer, director or owner holding a financial interest of 10% or more in this home selling business ever filed for bankruptcy?
Yes **No** *(If yes, please provide an explanation and resolution and list their names and the companies involved in Supplement D)*

- 7) Has any officer, partner, building designee, or owner been convicted of a felony in the last ten years?
Yes **No** *(If yes, please explain in Supplement D)*

SECTION E – REGISTRANT SIGNATURE

Your application will not be complete if not signed.

I HEREBY CERTIFY that I have read and fully comprehend this form in its entirety and that the information herein provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove false, misleading, or erroneous, it may result in the rejection of my application or the revocation of any registration that may be issued. By signing this application, I do solemnly declare and affirm under the penalties of perjury, that the contents of this application are true and correct. I understand that if there are any changes in information provided, I must notify the Department within 30 days of the change. Failure to do so may result in the suspension or revocation of my registration. I hereby certify that I am authorized to sign on behalf of the business organization applying for this license.

Signature

Date

Print or Typed Name of Above Signature

Title

Submit completed application to:
Montgomery County Office of Consumer Protection
Licensing & Registration Unit
100 Maryland Avenue, Suite 3600
Rockville, MD 20850

**Check or money order MUST be made payable to
Montgomery County, MD. All fees are NON-
REFUNDABLE and NON-TRANSFERABLE.**

SUPPLEMENT D

Use to provide written explanations to the questions in Section D.

- 1) Has this business or any individuals or companies named in Section C, had any interest in any other new home building companies in Montgomery County or any other jurisdiction in the past ten years?

Yes **No**

- 2) Has this business or any individuals or companies named in Section B, had any building or construction related license suspended, revoked, surrendered, or not renewed for cause in Montgomery County or any other jurisdiction?

Yes **No**

- 3) Does this business or any individuals or companies named in Section B, have any unresolved Consumer Protection complaints pending in Montgomery County or any jurisdiction?

Yes **No**

4) Does this business or any individuals or companies named in Section B, have any pending law suits or outstanding unsatisfied judgments?

Yes **No**

5) Does this business have any outstanding building code violations?

Yes **No**

6) Has any officer, director or owner holding a financial interest of 10% or more in this homebuilding business ever filed for bankruptcy?

Yes **No**

7) Has any officer, partner, building designee, or owner been convicted of a felony in the last ten years?

Yes **No**
