Applying for a Rental License

1. Go to http://montgomerycountymd.gov/DHCA/housing/licensing/index.html



- 2. The **How to Apply for Rental Housing License** link gives an overview of how to apply for Condominium, Single Family, Multifamily/Apartment and Class 3 Accessory Apartment rental licenses.
- 3. Please click on the How to Apply for Accessory Apartment Class 3 License for a more detailed how to for that license.
- 4. The **Apply NOW for Rental Housing License** takes the applicant directly to the external site.

5. You will be redirected to AccessMCG Extranet to set up an account



- 6. If you already have an account sign in with your **email** and **password**.
- 7. If you need to set up an account, click on **Register New User** and follow the instructions.

Search My Business AccessMCG Extranet Account Self Service

Read this First: If you receive County (e-g., Ex-Employee, S	d a temporary username and password from the upplier), please click <u>here</u> .
If you are registering for person purpose:	onal, individual purpose and not for business
Please select one of the options be	low that best describes your activities with the County.
	Your Role
Individual	Individual
Student	Student
O Volunteer	Volunteer
 Former County Employee 	Former County Employee
If you are registering for busi Business/Company	ness purpose, please Search and Select Your
Business/Company to search	* Min 3 letters of the business name
Search Clear Cand	et Me Enter Company Details

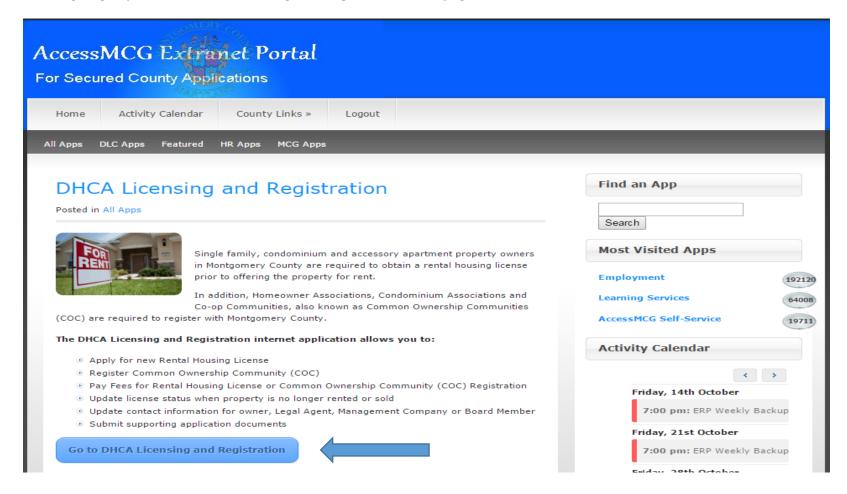
- 8. Select **Individual**.
- 9. Click on "Select Individual Role".

10. Fill in the required information to set up your account.

New User Registration AccessMCG Extranet Account Self Service

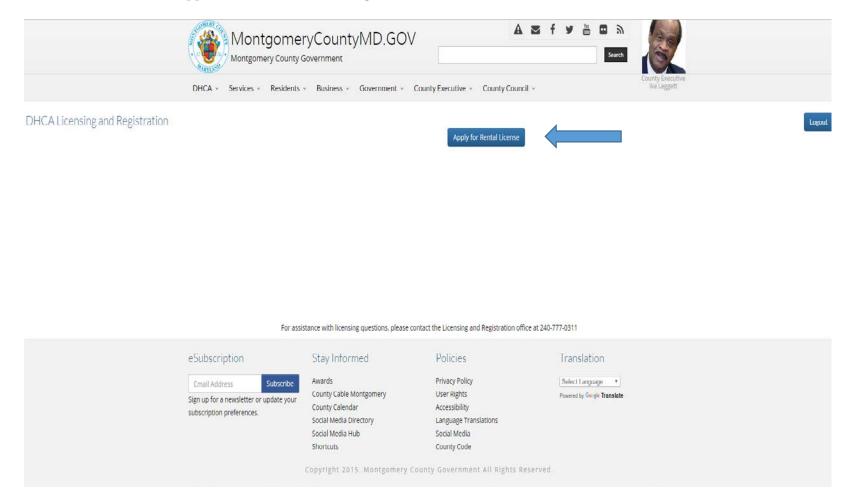
To register a new account,	please complete the fol	lowing form.
Your password must conform	n to specific requirements:	If you must write down the password, be
sure to keep it in a safe place		•
·		
Registering with County	/ for a Business Reas	on? Please Read!
Email Address	* This will be your login id.	
First name		*
Last name		*
Telephone Number		*
Business/Company	County Individual	*
Department		
Job Title		
Street Address		*
City		*
State		*
Zip Code		*
N B		* Please check Password Rules
New Password		above to make sure your password meets the requirements
Confirm Password		
* Required field		
Creat	e Clear Rest	Cancel

11. After signing in you will see the Licensing and Registration homepage.



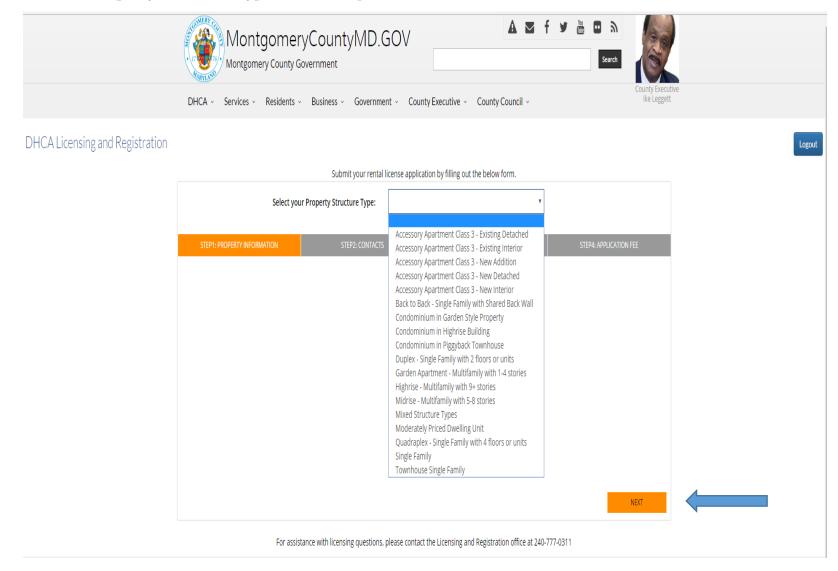
12. Click on the blue "Go to DHCA Licensing and Registration" button.

13. You will be taken to the application for rental housing licenses.



14. Click on the blue "Apply for Rental License" button.

15. Select the **Property Structure Type** from the drop down box.



16. Click on the orange **NEXT** button.

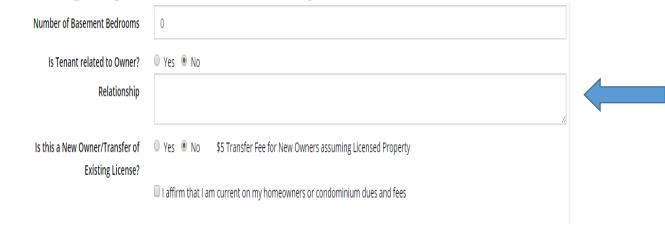
17. Fill out the requested information about the property.

DHCA Licensing and Registration

	Submit your rental license appl	cation by filling out the below form.	
Select your	Property Structure Type: Single Fa	mily •	
STEP1: PROPERTY INFORMATION	STEP2: CONTACTS	STEP3: DOCUMENTS	STEP4: APPLICATION FEE
StreetAddress	Complete Street Address		
Apt or Unit or Suite	Apt or Unit or Suite #		
City			
Zip Code			
Rental Start Date			
Rent Amount (\$)	Enter just the Amount greater than Z	ero and without any special characters	
Year Built	Enter just the Year in YYYY format		
Number of Adult Occupants	Enter number between 1-5		
Number of Kitchens	Enter number between 1-5		
Number of Bedrooms	Enter number greater than Zero		
Number of Basement Bedrooms	Enter number between 0-5		
Is Tenant related to Owner?	○ Yes ○ No		
Is this a New Owner/Transfer of Existing License?	O Yes O No \$5 Transfer Fee for	New Owners assuming Licensed Property	
Existing alterise:	☐ I affirm that I am current on my hom	eowners or condominium dues and fees	
			NEXT

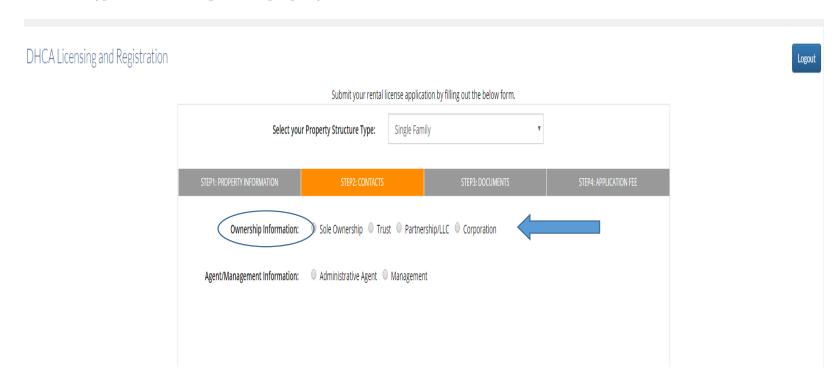
For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311

18. If the property is **relative occupied**, please indicate the relationship to owner.

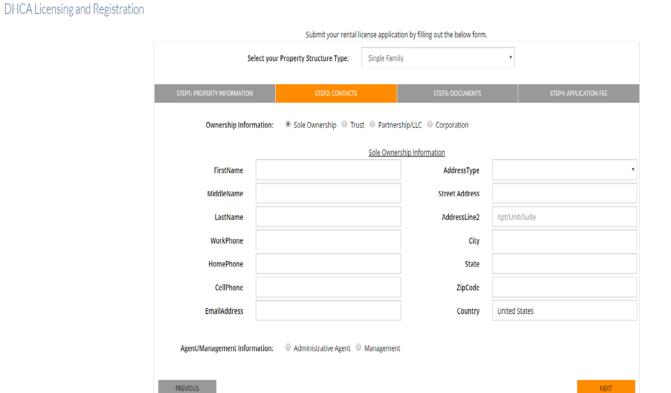


19. Click the orange **NEXT** button.

20. Select the type of **ownership** for the property.



21. Fill in the requested information.



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22. Please be sure to include all available information. Your application will be processed faster if we have all the information we need.

23. If you live outside of Maryland or are using a PO Box, you will be required to assign a Legal Agent.

(Rrequired - If	Legal Agent Information Owner does not live in the State of Maryand or uising a	PO Box)	
Company Name	AddressType		•
FirstName	Street Address		
MiddleName	AddressLine2	Apt/Unit/Suite	
LastName	City		
WorkPhone	State	Maryland	
HomePhone	ZipCode		
CellPhone	Country		
EmailAddress			
PREVIOUS			NEXT

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24. Your property will not be licensed if you live outside Maryland and do not assign a Legal Agent.

25. If you are assigning an **Administrative Agent and/or Management** company, choose the appropriate button and fill out the requested information.

	Administrative Agent Information	
Administrative Agent	AddressType	
Company Name	Street Address	
FirstName	AddressLine2	Apt/Unit/Suite
MiddleName	City	
LastName WorkPhone	State	
HomePhone	ZipCode	
CellPhone	Country	

26. Click the orange **NEXT** button.

27. If your property is **built before January 1978** you will need to provide your MDE tracking number and Lead Inspection certificate number.

DHCA Licensing and Registration

	Submit your rental lice	ense appli	cation by filling out the below form.	
	Select your Property Structure Type:	Single Fa	mily •	
STEP1: PROPERTY INFORMAT	ION STEP2: CONTACTS		STEP3: DOCUMENTS	STEP4: APPLICATION FEE
Maryland Department of Environn	ment —			
Maryland State law requires	all owners renting residential properties to re	egister the	rental property with MDE. If the property wa	s built before January 1, 1978, it is
required to be tested for lead	d poisoning. [Statutory requirements of Article	le 24, Politio	al Subdivisions, 19-103]	
	Is the property built before January 1	, 1978?	● Yes ○ No	
	What is the Year Built of the Pro	operty?		
	Is the property registered with	h MDE?	○ Yes ○ No	
	What is the MDE Tracking Nu	umber?		
	Is the registration cu	urrent?	○ Yes ○ No	
	What is the Lead Inspection Certificate Nu	umber?		
		Supportin	g Documents	
 Upload (Pdf or Word documents C 	DNLY)			
Document 1	brov	wse	Short Description	
Document 2	Document 2 browse		Short Description	
Document 3	Document 3 browse		Short Description	
PREVIOUS				NEXT
PREVIOUS				NEXT

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$\textbf{28. If your property is } \textbf{not} \ \text{registered with MDE, the system will provide you with the phone number to register.}$

DHCA Licensing and Registration

Select yo	our Property Structure Type: Sin	gle Family	*		
STEP1: PROPERTY INFORMATION	STEP2: CONTACTS	STEP3: DOCUMENT	S	STEP4: APPLICATION FE	
Maryland Department of Environment ——					
	renting residential properties to registe		property was built be	efore January 1, 1978, it is	
	renting residential properties to registe g. [Statutory requirements of Article 24,		property was built be	efore January 1, 1978, it is	
required to be tested for lead poisonin		Political Subdivisions, 19-103]	property was built be	efore January 1, 1978, it is	
required to be tested for lead poisonin	g. [Statutory requirements of Article 24,	Political Subdivisions, 19-103]	property was built be	efore January 1, 1978, it is	
required to be tested for lead poisonin	g, (Statutory requirements of Article 24, ne property built before January 1, 197	Political Subdivisions, 19-103] 8? • Yes • No 1958	property was built b	efore January 1, 1978, it is	

29. If you have your Lead Inspection certificate you can upload it to your account.

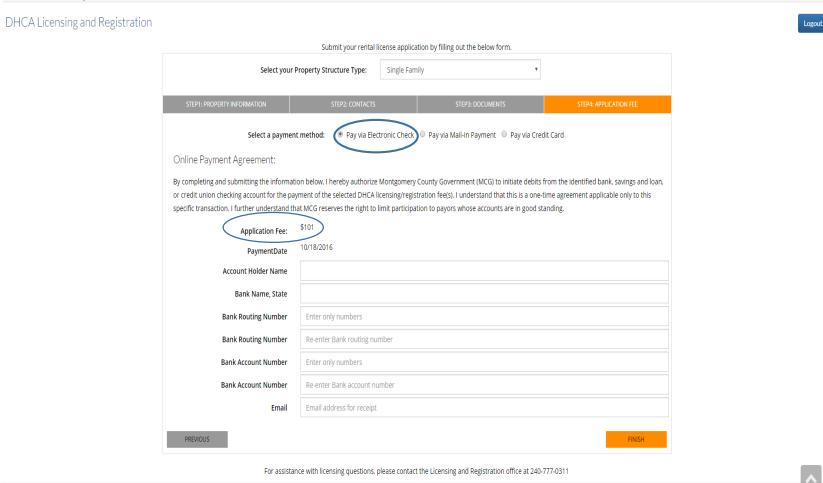
Upload (Pdf or Word documents ONLY)	Supporting	g Documents
Document 1	browse	Short Description
Document 2	browse	Short Description
Document 3	browse	Short Description
PREVIOUS		

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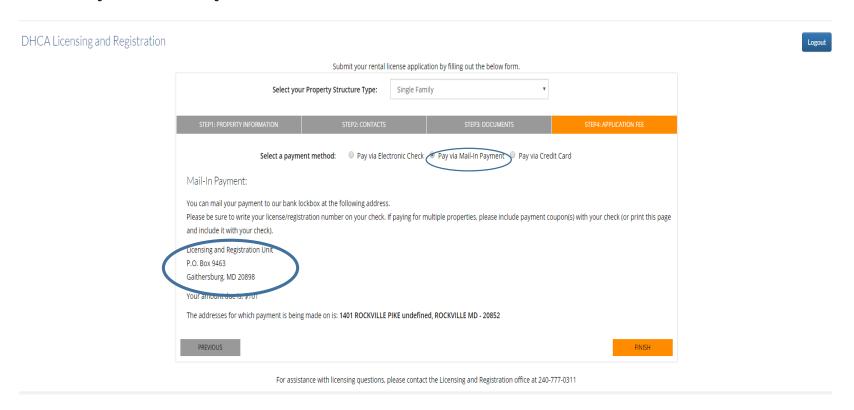
- a. Click on Browse
- b. Go to where the file is located on your computer
- c. Click Open
- d. Provide a short description of the document
- 30. Click the orange **NEXT**.

31. There are three ways to pay your license fee. Select your payment method. The amount due will automatically populate.

a. Pay via Electronic Check



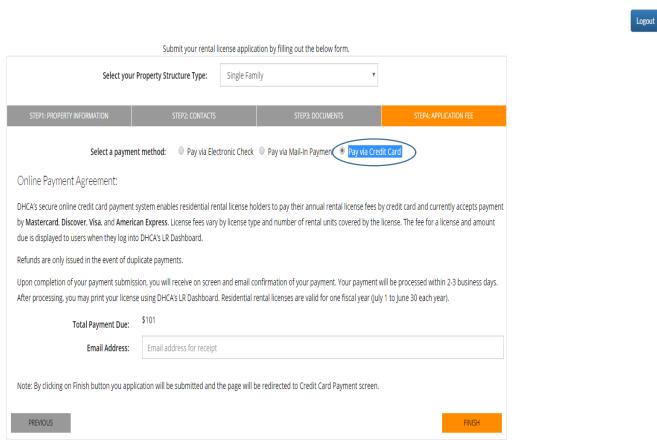
b. Pay via Mail-In Payment



- c. Please make sure that your license number is on the check before you mail it. If the license number is not on the check it takes longer to process and license your property.
- d. Please mail the check to the above address **NOT** our office.

e. Pay via Credit Card

DHCA Licensing and Registration



- For assistance with licensing questions, please contact the Licensing and Registration office at 240-777-0311
- 32. Click on the orange **FINISH**.
- 33. You will receive a confirmation email that your application and payment has been submitted.

If you need any assistance please don't hesitate to call us at: 240.777.0311!!