



DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Isiah Leggett  
County Executive

Clarence J. Snuggs  
Director

February 16, 2016  
**IMPORTANT NOTICE**

According to our records, the rental property reference above was built prior to **January 1, 1978** and is required to comply with the Maryland Department of the Environment (MDE) Lead Poisoning Prevention Program before a local jurisdiction can issue or renew a rental facility license. All Montgomery County rental properties built prior to January 1, 1978 must register with MDE to receive a unique MDE tracking or registration number. If the property has not been registered, please contact MDE at 1-800-633-6101, online at [MDE.state.md.us](http://MDE.state.md.us) or by email [MDE.LeadReg@maryland.gov](mailto:MDE.LeadReg@maryland.gov)

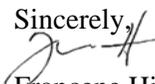
**In order for the Department of Housing and Community Affairs (DHCA) to renew or issue a Rental Facility License for this property in July 2016, the owner or agent of the property must complete and sign the enclosed 2016 Annual Lead Poisoning Prevention Checklist. Once completed, please return the Checklist by mail, fax 240-777-3699 or email [licreg.intake@montgomerycountymd.gov](mailto:licreg.intake@montgomerycountymd.gov) no later than Monday, March 21, 2016 to DHCA, Licensing and Registration Unit.**

Please complete the following information on the enclosed **2016 Annual Lead Poisoning Prevention Checklist** form:

1. MDE Registration/Tracking Number (7 digits)
2. Date current tenant moved in rental property
3. Photocopy of current Lead Paint Inspection Certificate
4. Type of Lead Paint Inspection Certificate
5. Date of last lead paint inspection by MDE
6. Owner or Agent must sign and date form

**PLEASE NOTE: DO NOT SEND ANY MONEY WITH THIS CHECKLIST**

If you have questions on the rental facility license requirements, please visit our website at [montgomerycountymd.gov/dhcalicensing](http://montgomerycountymd.gov/dhcalicensing) or call 240-777-0311. Thank you for your immediate attention with this matter.

Sincerely,  
  
Francene Hill  
Program Manager II

Affordable Housing Program FAX 240-777-3709	Multifamily Housing Programs FAX 240-777-3691	Division of Housing Landlord-Tenant Affairs FAX 240-777-3691	Licensing & Registration Unit 240-777-3666 FAX 240-777-3699
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100 Maryland Avenue, 4th Floor • Rockville, Maryland 20850 • 240-777-0311 • [www.montgomerycountymd.gov/dhca](http://www.montgomerycountymd.gov/dhca)