



Montgomery County Department of Housing and Community Affairs  
Office of Rent Stabilization  
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## SUBSTANTIAL RENOVATION APPLICATION – SUPPLEMENT

A landlord must submit to DHCA a Substantial Renovation Application Supplement for any material change in the scope, price, or other matter outlined in the Substantial Renovation Application.

Re: Substantial Renovation Application #: \_\_\_\_\_

### SECTION I – PROPERTY INFORMATION

Address of Property:					
Name of Property, if Applicable:					
Number of Units:		License Number:		Year Built:	
Total Number of Square Feet for the Building:					
Owner's Name:					
Owner's Phone:		Owner's Email:			
Name of Authorized Agent:					
Authorized Agent's Phone:		Authorized Agent's Email:			

### SECTION II – CHECKLIST

You must complete every item on this checklist, as applicable. Otherwise, your application will be considered incomplete, which could delay its result or result in a denial.

	Documentation of the total cost of renovations as per COMCOR 29.60.01.02. <sup>1</sup>
	Copies of all applications for required building permits or filed permits for the proposed renovations, if applicable.
	Documentation for the costs incurred as per COMCOR 29.60.01.04. <sup>2</sup>
	Documentation of interest incurred as per COMCOR 29.60.01.05 and 29.60.01.06. <sup>3</sup>
	Documentation of service charges as per COMCOR 29.60.01.07. <sup>4</sup>
	Any other external documents to substantiate the total cost of a substantial renovation.

<sup>1</sup> The total cost of renovations must be the sum of the cost, any interest, and any service charge incurred, to be incurred or estimated to be incurred to make the renovation.

<sup>2</sup> Complete Sections III and IV to satisfy this requirement.

<sup>3</sup> Complete Sections III and IV to satisfy this requirement.

<sup>4</sup> Complete Sections III and IV to satisfy this requirement.

**SECTION III – CHANGES IN INCURRED COSTS**

Please list any changes in the actual costs of the renovations with supporting documentation including interest and service charges.

<b>1. Changes in Renovations</b>			
<b>Description of the Change</b>	<b>Unit, Common Area, or Facility Improved</b>	<b>Previous Cost</b>	<b>New Cost</b>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Incurred costs:</b>		\$	\$

<b>2. Changes in Interest</b>			
<b>Description of the Change</b>	<b>Unit, Common Area, or Facility Improved</b>	<b>Previous cost</b>	<b>New cost</b>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Incurred costs:</b>		\$	\$

<b>3. Changes in Service Charges</b>			
<b>Description of the Change</b>	<b>Unit, Common Area, or Facility Improved</b>	<b>Previous cost</b>	<b>New cost</b>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Incurred Costs:</b>		\$	\$

**SECTION IV – NEW TOTAL COST OF RENOVATIONS**

Please complete the table below.

Previous Total Costs		New Total Costs	
Previous Incurred Cost of Renovations (Original Application):	\$	New Incurred Cost of Renovations (Section III):	\$
Previous Total Interest (Original Application):	\$	New Total Interest (Section III):	\$
Previous Service Charges (Original Application):	\$	New Service Charges (Section III):	\$
<b>Total Cost of Renovations Plus Service Charges and Interests</b> (this figure should equal the amount from the original application):	\$	<b>New Total Cost of Renovations Plus Service Charges and Interests:</b>	\$

**SECTION V – PERCENTAGE COST OF THE VALUE OF THE BUILDING**

1. Value of the building, as assessed by the State Department of Assessments and Taxation:	\$
2. Total cost of renovations (Section IV):	\$
3. Divide line 2 by line 1	\$
4. Multiply the result from line 3 by 100:	%

**SECTION VI – CERTIFICATION OF LANDLORD**

I hereby certify that I am the owner or authorized representative of the rental facility identified in this Supplement. I further certify, under penalty of perjury and the laws of Montgomery County, Maryland, that the information and every attached document, statement, and form is true and correct.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Application Number: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Rental License Status: ☐ Licensed ☐ Not LicensedCode Enforcement Cases: ☐ Yes open cases ☐ No open casesDetermination: ☐ Approved ☐ Denied

Decision Date: \_\_\_\_\_

Comments: \_\_\_\_\_