



Montgomery County Department of Housing and Community of Affairs  
Office of Rent Stabilization  
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## CAPITAL IMPROVEMENT PETITION – CERTIFICATE OF CONTINUATION

A surcharge for capital improvements from an approved Capital Improvement Petition can be extended only once through a Certificate of Continuation, at least 90 days before it expires. The request must show that the full cost of the improvements has not been recovered within the original surcharge period.

If approved, the extended period must be applied to all the units initially listed in the Capital Improvement Petition.

Re: Capital Improvement Petition #: \_\_\_\_\_

### SECTION I – PROPERTY INFORMATION

Address of Property:					
Name of Property, if Applicable:					
Number of Units:		License Number:		Year Built:	
Type of Property:	<input type="checkbox"/>	Single-Family		<input type="checkbox"/>	Two-Unit Building
	<input type="checkbox"/>	Multi-Unit Building		<input type="checkbox"/>	Complex With Two or More Buildings
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 petition will be considered incomplete, which could delay its result or result in a denial.

<input type="checkbox"/>	Documentation of interest incurred as per COMCOR 29.58.01.04(j). <sup>1</sup>
<input type="checkbox"/>	Any other external documents to substantiate the total cost of capital improvements.
<input type="checkbox"/>	Copy of a notice to affected tenants of filing.

<sup>1</sup> Complete Section III to satisfy this requirement.

### SECTION III – CHANGES IN TOTAL INTEREST

If a landlord has a variable-rate loan, the total interest for a Capital Improvement Petition must be calculated using the actual rate of the loan over its term. If the petition is submitted before the expiration of the loan term, the total interest rate for the remaining term must be calculated using the interest rate at the time the Capital Improvement Petition was filed. If the interest rate changes during the loan, a Certificate of Continuation must list the changes and recalculate the total interest.

Please provide the information requested below, if applicable. All changes will require documentation.

	Original Capital Improvement Petition	Updated Total Interest
Rate of Interest	%	%
Term of Loan	years	years
Total Interest to Be Paid:	\$	\$

### SECTION IV – CALCULATION

Please provide the information requested below. All changes will require documentation.

Total capital improvements plus interest and services charges, as approved in the original Capital Improvement Petition (Section V):

\$

+

Any changes in interest due to a variable-rate loan (Section III):

\$

-

The dollar amount collected from the surcharge during the approved period, including any estimated collections before the surcharge expires:

\$

=

The total remaining cost of capital improvements not yet recovered:

\$

### SECTION V – ADDITIONAL INFORMATION

Please provide an explanation for the extension of the surcharge, including any difference between the approved cost and the amount collected:

### SECTION VI – SURCHARGE DURATION

1. Remaining total cost of capital improvements (Section IV): \$ \_\_\_\_\_
2. Total of the monthly surcharges per unit (from Section VI of the approved Capital Improvement Petition): \$ \_\_\_\_\_
3. Total duration (divide line 1 by line 2): \_\_\_\_\_ months

A surcharge in the final month of its duration must not be greater than the remainder of the calculation above, prior to rounding.

### SECTION VII – CERTIFICATION OF LANDLORD

I hereby certify that I am the owner or authorized representative of the rental facility identified in this Certificate of Continuation. 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: \_\_\_\_\_

### SECTION VIII – FORM DECLARATION OF NOTIFICATION TO TENANTS

Upon DHCA's final decision regarding the Certificate of Continuation, the landlord must notify all affected tenants by first-class mail and electronic mail within five (5) business days of the decision.

**Declaration:** I declare under penalty of perjury and the laws of Montgomery County, Maryland, that I have served the tenant(s) with a complete copy of the notice within five (5) business days of receipt of the decision and have attached a separate copy to the Office of Rent Stabilization.

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

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

### OFFICE USE ONLY

Petition Number: \_\_\_\_\_

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

Rental License Status: ☐ Licensed ☐ Not Licensed

Code Enforcement Cases: ☐ Yes open cases ☐ No open cases

Determination: ☐ Approved ☐ Denied

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

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