



**MONTGOMERY COUNTY Department of Housing and Community Affairs  
 Payment process through DHCA/Licensing and Registration Unit  
 1401 Rockville Pike, 4<sup>th</sup> Floor, Rockville, Maryland 20852 • 240-777-0311  
 FAX 240-777-3699 • TTD 240-777-3679 • <http://montgomerycountymd.gov/ccoc>**

## **Common Ownership Community REGISTRATION**

Effective January 1, 1991, all\* condominium, cooperative and homeowner associations within Montgomery County Government jurisdiction are required by Chapter 10B of the Montgomery County Code to register with the Commission on Common Ownership Communities through Montgomery County Department of Housing and Community Affairs.

**REGISTRATION FEE SCHEDULE (Total Payment Due MUST Accompany Application)**

Please note that Registration Fees should be paid for each Fiscal Year (FY) based on the number of units built and sold by the end of the Fiscal Year (FY). When construction is ongoing, or property is being converted from a Multi-Family rental, current Fiscal Year Registration Fees should be based upon the best possible estimate.

**NEW:** FY 2024 Common Ownership Community (COC) registration fee increased 6.50 per unit. All new registration fee increases for a Fiscal Year will be added to the Registration Fee Schedule.

**City of Gaithersburg (CG):** Associations within the incorporated City of Gaithersburg are now required to register their COCs with the Department of Housing and Community Affairs (DHCA) beginning July 1, 2022. The associations will maintain the registration fee of \$5 for three fiscal years (FY 2023 through FY 2025), for any Newly developed units after January 1, 2023, the registration fee will be \$6.50 per unit.

Example Registration Fee Calculation: (**Note:** Only Fiscal Years (FY) that had registration fee increases are listed in example)

An association has a total of 20 units. 5 units by April 2003 (FY 2003), 10 units by December 2003 (FY 2004), 12 units by August 2009 (FY 2010), 20 units by September 2016 (FY 2017). Registration application submitted, January 1, 2023 (FY 2023).

FISCAL YEAR		NUMBER of UNITS		PER UNIT FEE		FISCAL YEAR TOTAL DUE
<b>2003</b>	7/01/02 – 6/30/03	5	X	\$1.50	=	7.50
<b>2004</b>	7/01/03 – 6/30/04	10	X	\$2.25	=	22.50
<b>2010</b>	7/01/09 – 6/30/10	12	X	\$3.00	=	36.00
<b>2017</b>	7/01/16 – 6/30/17	20	X	\$5.00	=	100.00
<b>2024</b>	7/01/23 – 6/30/24	20	X	\$6.50	=	130.00
<b>2024 – CG</b>	7/01/23 – 6/30/24	<b>3</b>	<b>X</b>	<b>\$5.00</b>	<b>=</b>	<b>15.00</b>
<b>TOTAL AMOUNT DUE accumulated</b>						<b>\$296</b>

Please Note all condominium, cooperative, and homeowner associations located within the City of Takoma Park, City of Rockville (January 1, 2016), and City of Gaithersburg (July 1, 2022) are required by Montgomery County Code Chapter 10B Common Ownership Communities to register with the Commission of Common Ownership Communities through the Department of Housing and Community Affairs.

**Please Note:** A common ownership community that fails to register and pay their annual fees is subject to a violation under the County Code, punishable by a civil fine of \$500.00. Each day that a violation continues is a separate offense and may subject the community to multiple citations of \$500.00. In addition, the community will be ineligible to file a dispute (Montgomery County Code Sec. 10B-7(a)(2)).

## REGISTRATION FEE SCHEDULE – (calculate fees)

FISCAL YEAR		NUMBER of UNITS		PER UNIT FEE		FISCAL YEAR TOTAL DUE
1993	7/01/92 – 6/30/93		X	\$1.50	=	
1994	7/01/93 – 6/30/94		X	\$1.50	=	
1995	7/01/94 – 6/30/95		X	\$1.50	=	
1996	7/01/95 – 6/30/96		X	\$1.50	=	
1997	7/01/96 – 6/30/97		X	\$1.50	=	
1998	7/01/97 – 6/30/98		X	\$1.50	=	
1999	7/01/98 – 6/30/99		X	\$1.50	=	
2000	7/01/99 – 6/30/00		X	\$1.50	=	
2001	7/01/00 – 6/30/01		X	\$1.50	=	
2002	7/01/01 – 6/30/02		X	\$1.50	=	
2003	7/01/02 – 6/30/03		X	\$1.50	=	
2004	7/01/03 – 6/30/04		X	\$2.25	=	
2005	7/01/04 – 6/30/05		X	\$2.25	=	
2006	7/01/05 – 6/30/06		X	\$2.25	=	
2007	7/01/06 – 6/30/07		X	\$2.25	=	
2008	7/01/07 – 6/30/08		X	\$2.25	=	
2009	7/01/08 – 6/30/09		X	\$2.25	=	
2010	7/01/09 – 6/30/10		X	\$3.00	=	
2011	7/01/10 – 6/30/11		X	\$3.00	=	
2012	7/01/11 – 6/30/12		X	\$3.00	=	
2013	7/01/12 – 6/30/13		X	\$3.00	=	
2014	7/01/13 – 6/30/14		X	\$3.00	=	
2015	7/01/14 – 6/30/15		X	\$3.00	=	
2016	7/01/15 – 6/30/16		X	\$3.00	=	
2017	7/01/16 – 6/30/17		X	\$5.00	=	
2018	7/01/17 – 6/30/18		X	\$5.00	=	
2019	7/01/18 – 6/30/19		X	\$5.00	=	
2020	7/01/19 – 6/30/20		X	\$5.00	=	
2021	7/01/20 – 6/30/21		X	\$5.00	=	
2022	7/01/21 – 6/30/22		X	\$5.00	=	
2023	7/01/22 – 6/30/23		X	\$5.00	=	
<b>2023-CG</b>	<b>7/01/22 – 6/30/23</b>		<b>X</b>	<b>\$5.00</b>	<b>=</b>	
2024	7/01/23 -6/30/24		X	\$6.50	=	
<b>2024-CG</b>	<b>7/01/23 – 6/30/24</b>		<b>X</b>	<b>\$5.00</b>	<b>=</b>	
2025	7/01/24 -6/30/25		X	\$6.50	=	
<b>2025CG</b>	<b>7/01/24 – 6/30/25</b>		<b>X</b>	<b>\$5.00</b>	<b>=</b>	
<b>TOTAL AMOUNT DUE accumulated</b>						<b>\$</b>

**Payment by \*\*check or money order made payable to Montgomery County, MD MUST Accompany Application!**

\*Note: Registration requirements as outlined in Chapter 10B of the Montgomery County Code do not apply to properties within the incorporated Municipalities of Chevy Chase Village, Town of Chevy Chase, Town of Garrett Park, Town of Kensington, Town of Laytonsville, Town of Poolesville, Town of Somerset, and Town of Washington Grove. You may wish to contact the local municipalities for further information on requirements.