



MONTGOMERY COUNTY DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
 Application process through DHCA/Licensing and Registration Unit  
 1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852  
 240-777-0311 • Fax 240-777-3699 • TTD 240-777-3639  
 www.montgomerycountymd.gov/dhca

**COMMON OWNERSHIP COMMUNITY  
 REGISTRATION APPLICATION**

- ▶▶ Please print clearly answering all questions.
- ▶▶ **A complete list of street addresses must accompany application.**
- ▶▶ **A Fee Schedule must accompany application** (new registration fees as of January 1, 2023)
- ▶▶ Payment by check or money order, payable to: Montgomery County, MD.
- ▶▶ Mail Application with payment to:  
 Licensing and Registration Unit  
 1401 Rockville Pike, 4<sup>th</sup> Floor  
 Rockville, MD 20852

**Registration No.:** \_\_\_\_\_

Recorded: \_\_\_\_\_  
 Deposit \_\_\_\_\_

**COMMUNITY INFORMATION:**

\_\_\_\_\_  
**Name of Community Being Registered (PLEASE PROVIDE LEGAL NAME AS IT APPEARS IN THE DECLARATION)**

\_\_\_\_\_  
 Corporate Address MARYLAND

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 On-Site Phone Number (if applicable) On-Site Email Address

**Date Built:** \_\_\_\_\_ **Construction Began** \_\_\_\_\_ **Construction Completed** \_\_\_\_\_

**Is the Community Part of an Umbrella (Master) Organization? (Umbrellas are required to register, if not already)**

Yes  No

**UMBRELLA (Master) INFORMATION (if applicable)**

\_\_\_\_\_  
 Name of Umbrella (Master) Group MARYLAND

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Phone Number Fax Number

Email Address

**CONTACT INFORMATION:**

Provide all contact information in the appropriate section.

Changes in contact information MUST be reported to the Department within 10 days of the change.

**Governing Body: Please include on a separate sheet of paper the name, office/title and contact information for all Board Members not listed below**

Board President's Name	Board Treasurer's Name
Home Street Address	Home Street Address
City State Zip	City State Zip
Daytime Phone Cellular Phone	Daytime Phone Cellular Phone
Email Address	Email Address

Who should we contact for all business purposes, such as annual registration renewal?

- Board President as listed  Administrative Agent as listed below

**Administrative Agent:**

Agent's Name	Agent's Street Address
Agent's Company Name (if applicable)	City State Zip
Daytime Phone Cellular Phone	Fax # Email Address

Who is responsible for the day-to-day management of the community?

- Board President as listed  Administrative Agent as listed above  Other as listed below

**Management Agent:**

Check if Self-Managed

Management Representative's Name	Management's Street Address

Management Company Name (if applicable)	City	State	Zip
Daytime Phone	Cellular Phone	Fax #	Email Address

**STRUCTURE TYPE INFORMATION (complete all applicable sections)**

Total Number of Units within community being registered	Complete list of street address must be provided for all units (including apartment number if applicable)
Total # of SINGLE FAMILY Units:	Single Family addresses listed below (attach additional pages as needed)
Total # of SEMI-DETACHED Units (duplex units that are side-by-side or back-to-back):	Semi-Detached addresses listed below (attach additional pages as needed)
Total # of TOWNHOUSE Units:	Townhouse addresses listed below (attach additional pages as needed)
Total # of BACK-TO-BACK Units:	Back-To-Back addresses listed below (attach additional pages as needed)
Total # of QUADRAPLEX Units:	Quadraplex addresses listed below (attach additional pages as needed)


**STRUCTURE TYPE INFORMATION (continued)**

Total Number of Units within community being registered	Complete list of street address must be provided for all units (including apartment number if applicable)
Total # of STACKED PIGGYBACK Units:	Stacked Piggyback addresses listed below (attach additional pages as needed)
Total # of GARDEN APARTMENTS (1-4 stories):	Garden Apartments addresses listed below (attach additional pages as needed)
Total # of HIGH-RISE APARTMENTS (5+ stories):	High-Rise Apartment addresses listed below (attach additional pages as needed)

**BOARD PRESIDENT’S SIGNATURE (Agent’s signature not acceptable)**

I have attached a complete list of all addresses located within the community

I affirm under penalty of perjury that the information provided is true to the best of my knowledge and belief. I also understand that if there are any changes in information, the community must notify the Department within 10 days of the change.

\_\_\_\_\_  
Board President’s Signature

\_\_\_\_\_  
Date

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Print or Type Name of Person Signing

**IMPORTANT NOTICE**

All condominium, cooperative and homeowner associations within Montgomery County Government jurisdiction are required by Chapter 10B to register with the Commission on Common Ownership Communities through the Department of Housing and Community Affairs. 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.