



DHCA

Telephone 240-777-0311 • TTD 240-777-3679

www.montgomerycountymd.gov/dhcalicensing

Multi-Family Apartment Complex

OFFICE USE ONLY

- Incomplete applications will delay the license.
- Application **MUST** be signed.
- Application **MUST** be mailed with payment.
- Payment: Check or Money Order only
- Payable to: Montgomery County MD
- Refunds requests **must** be made in writing within **90 days** of payment and include documentation from bank institution

Entered By_____

Date Entered

Deposit By _____

Year Built

The annual license fee is \$52.00 per rental unit. Please calculate the total amount due as follows:

Total Number of Residential Rental Units

(Do Not include Units used for Offices or Models)

Complete Rent Roll for all rental units
(Including apartment number if applicable)
MUST Accompany every Application!

Per unit License Fee	X	\$76.00
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TOTAL AMOUNT DUE

Is this a New Owner/Transfer of Existing License? Yes / No

\$10 per unit Transfer Fee Due for New Owners buying Licensed Property

(Must apply within 15 days of purchase or full Fiscal Year fee is due per unit)

Complied with Rights of First Refusal (ROFR)? Yes / No

RENTAL PROPERTY INFORMATION:

Name of Complex _____

Street Address	Unit #
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City _____ MD Zip Code _____

OWNERSHIP INFORMATION

Please provide owner information in the appropriate section only. For additional owners please use separate sheet.

Sole Proprietorship (Individual)

Owner's Name (Salutation) _____

Street Address _____

City _____ State _____ Country _____ Zip Code _____

Daytime Phone _____ Evening Phone _____ Cellular Phone _____

Fax #

Email Address: (Please Print)

[illegible]

Must provide contact information on owners and/or general partner. Please provide on separate sheet.

[illegible][illegible][illegible][illegible]

LEGAL AGENT

The law requires all owners assign a Legal Agent who resides in Maryland to receive legal service of process. Owners residing in Maryland may designate themselves. Owners who do not reside in Maryland **MUST** designate a Legal Agent.

The Legal Agent cannot be your tenant. You must provide the Legal Agent's **MARYLAND** address. The Legal Agent **MUST** sign below to accept responsibility as agent.

____ Owner designates self as Legal Agent and resides in **MARYLAND**
(Address provided under Ownership Information)

____ Owner designates the below named Maryland resident as Legal Agent

Legal Agent Name _____

Street Address _____

City _____ State **MD** Country _____ Zip Code _____

Daytime Phone _____ Cellular Phone _____ Fax Phone _____

Email Address: (Please Print)

[illegible]

I understand and accept responsibility as Legal Agent for service of legal process:

X _____
Legal Agent Signature

Date _____

Lease Agreement

____ I have attached a copy of the lease agreement being offered to prospective tenants, including all lease addenda, rules and regulations and rental application forms referenced in the subject lease

or

____ I will be using the County's sample lease agreement approved by the Montgomery County Commission on Landlord-Tenant Affairs

Ratio Utility Billing System

Are you using a Ratio Utility Billing System (RUBS)? _____ Yes _____ No
 *If yes, please complete the RUBS form

**MARYLAND DEPARTMENT OF ENVIRONMENT
LEAD POISONING PREVENTION**

NOTE: All multi-family properties built before 1978 MUST list Lead Inspection Certificate #'s for each rental unit.

Maryland State law requires all owners renting residential properties to register the rental property with MDE. If the property was built before January 1, 1978, it is required to be tested for lead poisoning. [Statutory requirements of *Article 24, Political Subdivisions, 19-103*]

1. Is the property built before January 1, 1978? YES ☐ NO ☐ Year Built: _____

If answer to question #1 is NO, DO NOT answer questions 2, 3, & 4. You do not have to register your property with MDE.

If the answer is YES, please complete questions.

2. Is this property registered with MDE? YES ☐ NO ☐
Tracking #: _____

If NO, contact MDE 1-800-633-6101 to register.

3. Is the registration current? YES ☐ NO ☐

4. What is the Lead Inspection Certificate # for current tenancy: _____

Mail a photocopy of lead inspection certificates with application. For more information on requirements for obtaining your lead inspection certificate, contact Maryland Department of Environment at 1-800-633-6101 ext. 4199 or 410-537-4199 or www.mde.state.md.us/lead.

AUTHORIZED SIGNATURE OF APPLICATION LICENSE:

- ☐ *By my signing this application, I am the owner or have authorization to sign on behalf of the owner. I understand that falsifying information can result in having this rental license application denied and the property will not be licensed to rent. I affirm under penalty of perjury that the information on this application is true to the best of my knowledge and belief. I also understand that if there are changes in property ownership, owner address, or agent/contact information that I must notify MC/DHCA Licensing and Registration within 10 day of the change. I also understand penalty can be assessed in a civil citation of \$500 if the rental property is not licensed.*

X _____ **Date** _____
Authorized Signature

Print or Type Name of Person Signing

Please note: If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state's maximum allowable service fee. Payment by check constitutes authorization of these transactions.

HAS THE OWNER:

- ___ Enclosed a copy of the rent roll for this multi-family?
- ___ Signed the Application?
- ___ Designated a Legal Agent in Maryland?
- ___ Enclosed a copy of property Lead Inspection Certificates?
- ___ Enclosed copy of lease being used (with addenda) or confirmed using County's sample lease?
- ___ Enclosed Payment?
- ___ **Made Check Payable to Montgomery County, Maryland?**