



City of Rockville

Planning & Development Services Department

Community Enhancement/Code Enforcement Division

111 Maryland Avenue • Rockville, MD 20850 • 240-314-8330

Application for License of Rental Property

> All information requested must be furnished (*please type or print clearly, incomplete, or illegible applications or missing information will be returned*).

PO Box addresses will not be accepted for owner or agent.

Please Check One: ☐ Single-Family Dwelling ☐ Townhouse ☐ Condominium

OFFICE USE ONLY

Application No.: _____

☐ New ☐ Renewal

LCVF: ☐ Yes ☐ No

Payment Type: _____

_____/_____/20____ :_____

RENTAL PROPERTY INFORMATION

Property Address _____ Unit No. _____

Tenant Name _____ # of Sleeping Rooms _____ # of Occupants _____

Phone No. Cell: _____ Home: _____ Work: _____

Email: _____

Is Rent Subsidized? ☐ Yes ☐ No Utilities Included? ☐ Yes ☐ No Present Rent \$ _____

OWNER INFORMATION

Name of Owner(s) _____ Email: _____

Address _____

Phone No. Cell: _____ Home: _____ Work: _____

PROPERTY AGENT/MANAGER INFORMATION

Please Note: A property owner who does not reside in the State of Maryland shall appoint a person who lives in the State of Maryland to serve as a local agent/manager for the owner. All correspondence will be directed to the local agent if this section is completed.

Name of Agent/Manager _____ Email: _____

Address _____

Phone No. Cell: _____ Home: _____ Work: _____

I affirm that the submittal of my rental license applications does not violate the below.

An individual, or two (2) or more persons all of whom are related to each other by blood, marriage, domestic partnership, adoption, guardianship or other duly authorized custodial relationship, and not more than two (2) other unrelated persons as long as all of the occupants are living together as a single housekeeping group in a dwelling unit, or a group of not more than five (5) persons who are not collectively related to each other by blood, marriage, domestic partnership, adoption, guardianship or other duly authorized custodial relationship, and are living together as a single housekeeping group in a dwelling unit.

Signature of Owner/Agent _____ Date _____

If, found that I am in violation of this affidavit, I will be subject to License suspension and revocation. I could receive up to \$1000.00 in Civil Citations daily.

Maryland Department of Environment (MDE) Lead Poisoning Prevention

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 all of the below 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. When did the current tenant move into the property? _____

(a) What is the Lead Inspection Certificate # for current tenancy: _____

Submit an electronic copy of the lead inspection certificate. 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.

Radon Compliance

Do you have a Basement? ☐ Yes ☐ No

If yes, Radon Testing Required within 2 years of the tenancy date: _____

Basement Occupied as a sleeping area? ☐ Yes ☐ No

ORDINANCE NO. 06-23

Sec. 18-180.- Radon testing required. A landlord must conduct a radon test before leasing a dwelling unit subject to this section to a prospective tenant. Test results must be within two years of the date of the Lease.

Owner/Agent Signature

Date

AUTHORIZED SIGNATURE OF APPLICATION LICENSE:

☐ By 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 City of Rockville immediately of the change. I also understand penalty can be assessed in a civil citation up to \$1000 if the rental property is not licensed.

Date _____

Application fee is \$235.00 and is Non-Refundable