



City of Rockville
Planning and Development Department
 Community Enhancement/Code Enforcement Division
 111 Maryland Avenue • Rockville, MD 20850 • 240-314-8330

OFFICE USE ONLY

Application No.: _____
 New Renewal
 LCVF: Yes No
 Payment Type: _____
 _____ / _____ /20 _____ : _____

Application for License of Rental Property

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

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

Please Check One: Single-Family Dwelling Townhouse Condominium

RENTAL PROPERTY INFORMATION

Property Address _____ Unit No. _____

Tenant Name _____ # of Bedrooms _____ # of Occupants _____

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

Email: _____

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

Basement Occupied as a sleeping area? Yes No

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: _____

Property Owner or Agent's Signature _____ Date _____

See reverse for typical property maintenance code requirements ➤

Application fee is \$200 and is Non-Refundable
Payable to: City of Rockville

Lead poisoning prevention compliance form must be returned prior to the issuance of the rental license.

Type of Code Requirements to be Checked

1. The exterior of a property shall be maintained in a clean, safe, and sanitary condition.
2. All foundation walls should be in good repair and free from cracks and breaks.
3. All exterior walls and trim should be sound, and free from loose and peeling paint.
4. All roof coverings should be sound, and without defect. Gutters and downspouts must be secure, properly installed and free from obstructions.
5. All windows and doors shall be weather-tight and in good repair. Every openable window must have insect screens.
6. All electrical and mechanical equipment shall be properly installed and capable of performing their intended function.
7. All plumbing fixtures should be free from leaks and defects, and in good working order.
8. All interior surfaces shall be maintained in a clean and sanitary condition.
9. All stairs, handrails and railings must be sound and capable of supporting loads.
10. All basement bedrooms must have proper egress.
11. If the home to be licensed was built before January 1, 1978, the home must be registered with the Maryland Department of the Environment (MDE). More information may be obtained by visiting their website at www.mde.state.md.us/lead or calling (800) 633-6101
12. Carbon monoxide detectors must be installed on or after April 1, 2018 in rental homes with any fuel burning equipment, wood burning appliance, or has an enclosed attached garage.
13. Smoke alarms must tone when tested, and coverage of the home must comply with Maryland's Smoke Alarm Law which became effective July 1, 2013. The entire law may be found by searching for MD House Bill 1413 or MD Senate Bill 969.
 - a. The new law emphasizes the use of sealed smoke alarms with long life batteries and to transition away from smoke alarms with 9-volt batteries. It is critical to understand that these devices are appropriate only where battery operated smoke alarms presently exist or in locations where no smoke alarms are present. **It is never acceptable to remove required wired-in smoke alarms and replace them with any type of battery-only operated device.** Smoke alarm coverage in older homes constructed prior to January 1, 1989 must be upgraded to at least one approved sealed smoke alarm on every level of the home when any of the following occur:
 1. The existing smoke alarm is more than 10 years old.
 2. The existing smoke alarm fails to respond when tested or otherwise malfunctions.
 3. There is a change of tenant.
 4. A building permit is issued for an addition or renovation.
 5. January 1, 2018 at the latest.
 - b. Any new home constructed after January 1, 1989 is required to have at least one wired-in electric smoke alarm on every level of the home, including the basement, and are required to be interconnected. The requirement that AC-power operated smoke alarms have battery back-up became effective July 1, 1990.



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Lead Poisoning Prevention Compliance Form

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RENTAL PROPERTY INFORMATION

Property Address _____ Year Built _____
 Owner Name _____
 Owner Address _____
 Agent Name _____
 Agent Address _____

Before the City of Rockville authorizes a residential property a rental license, the owner of the residential property shall attest to the City under penalty of perjury the following:

- A. That the residential property is not a rental property constructed prior to 1978 ("Affected Property"); or
- B. That the residential property is an Affected Property that has been registered and for which the registration has been renewed in accordance with §§6-811 and 6-812 of the Environment Article; and
- C. If the property is an Affected Property, provides the inspection certificate number for the inspection conducted for the current tenancy as required under §§6-815(c), 6-817(b), or 6-819(e) of the Environment Article.

Please contact the Maryland Department of the Environment at (410) 537-4199 or (800) 776-2706 or refer to mde.maryland.gov/lead to register the property, confirm registration status or if you have questions regarding compliance requirements.

1. Is the residential property an "Affected Property"? _____ Yes _____ No
2. If the answer to #1 is "No", give reason (e.g. post 1977, Lead Free, MDE Certificate (issued by Maryland Accredited Lead Inspector):

3. If the answer to #1 is "Yes", has the property been registered with MDE? _____ Yes _____ No
4. What is your MDE Registration Tracking Number? _____
5. What is the current year of your MDE rental registration? _____
6. When did the current tenant(s) move into the rental property? _____
7. Provide the most recent Lead Inspection Certificate Number for the current tenancy as required under the Environment Article. _____
8. Copy of Certificate attached: _____ Yes _____ No

Please Note: You must obtain a new certificate indicating that the property meets a risk reduction standard upon each change in occupancy for all residential rental properties built prior to 1978. If the residential rental property was built from 1950 to 1977 a new certificate must be obtained after a change in occupancy occurs on or after January 1, 2015. Only rental properties that have a valid "lead free" or "limited lead free" certificate are exempt from registration and certificate at turnover provisions of the law.

The Rental License **will not** be issued until MDE requirements are met.

I, _____, the owner/agent of the above property affirm under penalty or perjury that the above information is true and accurate.

Signature of Owner/Agent _____ Date _____

Please return with Application for License of Rental Property.