

NEIGHBORHOOD SERVICES

Neighborhoods@gaitersburgmd.gov
Telephone: (301) 258-6340
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RENTAL HOUSING LICENSE APPLICATION
SINGLE FAMILY DWELLING AND CONDOMINIUM

(In accordance with Chapter 18AA of the City Code)

The required licensing fee is \$150 (nonrefundable).
Please make your check payable to the City of Gaithersburg.
Please fill in all applicable information below.

RENTAL PROPERTY INFORMATION

Subdivision _____ Year Built _____
Street Address _____ Unit # _____ Zip Code _____
Name of Tenant _____ # of Occupants _____
Tenant Telephone #: _____ Lease End Date _____ Rent \$ _____

OWNER INFORMATION

Name of Owner(s) _____ Home Telephone # _____
Street Address _____ Work Telephone # _____
City _____ State _____ Zip Code _____

PROPERTY MANAGER INFORMATION

NOTE: Information should only be provided if an agent will represent the owner as the property manager.
All correspondence will be directed to the agent if this section is completed.

Name of Agent _____ Telephone # _____
Name of Company _____
Street Address _____ Unit # _____
City _____ State _____ Zip Code _____

_____ Please initial here if the owner/agent authorizes the tenant to change the inspection date(s) and time(s) with the Office of Rental Housing. Please be advised that the owner/agent is ultimately responsible for providing access to the inspector and could be subject to reinspection fees if the tenant fails to keep an appointment.

Signature of Owner/Agent _____ Date _____

MARYLAND DEPARTMENT OF ENVIRONMENT
LEAD POISONING PREVENTION PROGRAM

LOCAL GOVERNMENT RENTAL REGISTRY CHECKLIST

To aid all local government agencies that have their own rental registry programs in meeting the statutory requirements of *Article 24, Political Subdivisions, 19-103*, Maryland Department of Environment (MDE) recommends the use of the checklist below prior to authorizing the renting or leasing of the residential property.

**Please submit this form to the City of Gaithersburg
along with the Rental Housing License application.**

Please complete for each dwelling unit:

1. Property Owner _____

Owner Address _____

2. Rental Address _____

3. Is the residential property an "affected property," or built before 1950? Yes No

If answer to question # 3 is NO, precede no further.

If the answer is YES, please complete.

4. Has the rental property been registered with MDE? Yes No

5. Is the property registration with MDE current? Yes No

6. Please provide Tracking number, (formally the owner registration number): _____

7. Did the current tenant move in after **2/24/1996**? Yes No

If "Yes" please provide the *Lead Inspection Certificate* number for the tenancy, as required under *Section 6-815(c)* of the *Environmental Article*: _____

8. After **2/24/2006**, all affected properties in which a person at risk (a child under the age of 6 or a pregnant woman), resides or regularly spends 24 hours per week, and of whom the owner has been notified in writing, must satisfy the *Risk Reduction Standard* specified in *Section 6-815(c)* of the *Environmental Article*.

Copy of statement of compliance with *Section 6-815(c)* is attached Yes No