

RENTAL LICENSE APPLICATION

Howard County, Maryland
Department of Inspections, Licenses and Permits
3430 Court House Drive
Ellicott City, Maryland 21043
icenses: 410-313-2455 - Inspections: 410-313-183

Licenses: 410-313-2455 – Inspections: 410-313-1830 www.howardcountymd.gov

When completing the application below note that the property owner's information may not contain the same address as the rental property address, unless the owner is renting out rooms, a level of a home, or an accessory apartment in their primary residence.

Also be aware that the property owner's information may not contain a P.O. Box; the owner's physical address is required. The P.O. Box may be used in the Billing/Mailing Contact information section.

APPLICATION:								
☐ Initial	☐ Transfer Owner	☐ Update Info	0	☐ Renewal				
RENTAL PROPERTY INFO	DRMATION: **REQUIP	RED**						
Property Address (No P.O. Box)	:							
City:	State:		Zip	:				
Subdivision/Property/Complex Name:				Unit/Ste.:				
PROPERTY OWNER'S INFORMATION: (REQUIRED: If Owner is out-of state, must have a Resident Agent)								
□ Partnership	□ Associatio	□ Association		□ Corporation				
Owner's Name (As it appears on tax records):								
Owner's Address/Principal Office (Corporations, LLC's, etc):								
City:	State:	State:		Zip:				
Phone:	Cell:	Cell:		Fax:				
Email:								
RESIDENT/PROPERTY MANAGER/RESIDENT AGENT:								
(Person/Entity responsible to accept legal process, property operation/maintenance):								
Resident Agent's Name (As listed with State Department of Assessments & Taxation):								
Resident Agent's Address:								
Property Manager's Name:			1					
Property Manager's Address:			Un	it/Ste.:				
City:	State:		Zip:					
Phone:	Cell:			Fax:				
Email:								

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BILLING INFORMATION (Person/Entity responsible for billing): **REQUIRED**							
Name:							
Address:							
City:	State:		Zip:				
Phone:	Cell:		Fax:				
Email:							
PLEASE CHECK/ RESPOND TO ALL THAT APPLY:							
Public Owned: □ Yes □ No		Historic District: □ Yes □ No					
Year Built: * If the property was built before 1950, has it been registered? _ Yes _ No *Properties built before 1950 must provide lead certification from the Maryland Department of the Environment (MDE). After 02/24/2006, ALL affected properties in which a person at risk (i.e. Under the age of 6, or a pregnant woman), and of whom the owner has been notified in writing, must satisfy the risk reduction standard as specified in § 6-815(a) of the Environment Article. Did the current tenant move in on or _ If yes, the MDE Lead Inspection Certificate # is:							
after 02/24/96? □ Yes □ No	MDE Tracking	#:	* Registration must be kept current				
# of Smoke Type of Smoke Detectors: Battery Powered Hard Wired Unknown Smoke detectors are required on each floor level and inside each bedroom of all residential occupancies.							
Sprinkler System: Yes No Type of Sprinkler System: NFPA13 NFPA13D NFPA13R Unknown							
Utilities: □ Natural Gas □ LP/Gas □ Electric □ Oil □ Solar □ Geothermal □ Other □ Unknown							
Heating System: □ Electric □ Gas							
Hot Water Heater: Electric Gas Oil Other Unknown							
Water Supply: □ Public □ Private			sal: 🗆 Private 🗆 Public 🗆 Unknown				
, ,	tel/Motel vnhouse	□ Apartment(s)	□ Condo □ Duplex □ Mobile Home				
□ Group Home / Sheltered Care		□ Assisted Living					
# of Client Sleeping Rooms (Assisted Living): To be licensed for #ClientsT:\Operations\Updated Forms\Rental Application Rvs.2.2011.doc							
Sleeping Areas in basement or other area must meet egress requirements (No more than 44 in. above floor; window min. clear							
# of Stories (above ground):							
AGREEMENT/DISCLAIMER:							
A rental license application must be on file with the Department of Inspections, Licenses, and Permits, all necessary fees paid, and an inspection conducted and approved before the issuance of the Rental Housing License. Applications expire 6 months after application date if inspection is not conducted and approved. Owner's contact information must be kept current to maintain license. I,							
Signature:		Title	Date://				
Fee: \$ Please make check payable to Director of Finance, Howard County. Billable every two years for license renewal.							
THIS OFFICE MUST BE NOTIFIED OF ANY CHANGES, e.g.: OWNER'S ADDRESS, AGENT BEING ADDED OR DELETED, PROPERTY BECOMING OWNER OCCUPIED, SOLD, OWNERSHIP TRANSFERS OR VACANT, ETC. FAILURE TO DO SO, WILL RESULT IN LATE FEES AND CIVIL CITATIONS PER HOWARD COUNTY CODE 14 901. (d)(1).							
FOR DIVISION USE ONLY:							
Date Received: / / Invoi	ce#:	Fee Paid: □ Yes □ No	License #:				