Standard Rental Operating License Application

A property owner must obtain a license prior to operating a rental facility within the City of Annapolis. License application and rental operating license are non-transferable. Application must include fee of $100.00 per unit. Property must be inspected for compliance of the City’s Code and International Property Maintenance Code before the license will be issued.

Rental Property Address ___________________________________________________ Unit # __________

Property Tax ID # ___________________________ Complex Name ___________________________ Year Built __________

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<tr>
<th>Property Owner Information</th>
<th>Property Management or Authorized Agent* Information</th>
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<td>Name ______________________</td>
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*The Property Management or authorized agent will be the person that we contact regarding renewals, inspections, complaints and any violations.

**Description of Property** (Please check only one)

- __ Single Family
- __ Two Family
- __ Multi Family
- __ Above commercial/maritime
- __ Room Rental (incl. efficiencies)

Total # of dwelling units in entire building ______ Total # of units requested on this application ______ Number of Bedrooms ______

Is this a: _____ New Rental _____ Renewal/same owner _____ New Owner _____ Change of Agent

Does the unit have AC electric power supplied smoke alarms? (City Code Section 17.40.440) _____ Yes _____ No

***Must have smoke alarms installed on each ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, in each sleeping room, and each story of the dwelling unit (International Property Maintenance Code 704.2)

*** Must install carbon monoxide alarms on each level of a rental unit. The carbon monoxide alarm may be battery powered with long life batteries or A/C powered.

**Maryland Lead Certification Requirements**

All owners of residential rental properties in Maryland constructed prior to 1978 must comply with the State’s lead law (Title 6, Subtitle 8 of the Environmental Article). Properties built prior to 1978 must provide a copy of the Maryland Department of the Environment (MDE) lead certificate. Properties built between 1950 and 1978 must provide a copy of MDE lead certificate if new tenant as of January 1, 2015. We cannot process your application until this section is completed and lead requirements are met. If you have questions call MDE at 410-537-4199.

MDE Tracking Number ___________________________ Lead Certificate Number ___________________________

Tenant Move in Date ___________________________ Copy of Certificate Included _____ Yes _____ No

**Required Customer Information Booklet**

Owner is required to provide the Customer Information Booklet for Rental Operating License and Property Maintenance prepared by the Department of Planning and Zoning to new tenants. (City Code Section 18.04) Copies are available on our website www.annapolis.gov or by visiting our office.
The applicant hereby certifies and agrees that: (1) they are the owner or the duly authorized agent of the owner to make this application; (2) they have read all of the information above set forth and declare under penalty of perjury that the foregoing is true and correct; (3) the license, if issued, may be declared void should said information be false; (4) they will comply with the ICC Code and the Charter and Code of the City of Annapolis, which are applicable hereto; (5) they agree to inspections by the City of Annapolis to determine if the property is in compliance with the provisions of the ICC Code and Charter and Code of the City of Annapolis; (6) they acknowledge that this rental license terminates if there is a change of ownership and that they must notify the department if the agent information is changed.

Applicant Signature

Date

Fee Submitted $________________________. Checks should be made payable to City of Annapolis and mailed to the address above.