



**City of Annapolis**  
**Department of Planning and Zoning**  
 145 Gorman Street Fl 3  
 Annapolis, MD 21401-2529

| FOR CITY USE ONLY |       |   |   |   |
|-------------------|-------|---|---|---|
| Zoning            |       |   |   |   |
| Approved by       | Date: |   |   |   |
| Rental License #  |       |   |   |   |
| Rental District   | 1     | 2 | 3 | 4 |

[Permitting@annapolis.gov](mailto:Permitting@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## 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 \_\_\_\_\_

| Property Owner Information       | Property Management or Authorized Agent* Information |
|----------------------------------|--|
| Name _____                       | Name _____   |
| Company _____                    | Company _____  |
| Address _____                    | Address _____  |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____                     |
| Day phone _____ Cell _____       | Day phone _____ Cell _____                           |
| E-mail _____                     | E-mail _____   |

\*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 the entire building \_\_\_\_\_ Total # of units requested on this application \_\_\_\_\_

**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 alarm may be battery powered with long life batteries or A/C powered. Alarms may be combination smoke and carbon monoxide alarms.

### 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](http://www.annapolis.gov) or by visiting our office.

Rental Property Address \_\_\_\_\_ # of Units/Rooms \_\_\_\_\_

**Owner/Agent Certification**

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 Department of Planning and Zoning and the Fire Department to determine if the property is in compliance with the provisions of the ICC Code and the Charter and Code of the City of Annapolis; (6) they will notify the Department of Planning and Zoning within 24 hours if there is a change of ownership or in the agents who are listed above.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# City of Annapolis Checklist

## MARYLAND DEPARTMENT OF ENVIRONMENT (MDE) STATE LEAD LAW COMPLIANCE

All owners of residential rental properties in Maryland constructed prior to 1978 ("Affected Properties") must comply with the State's lead laws (Title 6, Subtitle 8 of the Environment Article). Compliance includes annual registration with MDE, distribution of educational materials, and obtaining an MDE Lead Inspection Certificate to verify that the property meets the required risk reduction standard if 1) the property is built prior to 1950 or 2) the property is built between 1950 and 1978 with change of occupancy after January 1, 2015. You must supply the information on this checklist before your properties may be registered or renewed for renting or leasing. If you have any questions regarding your compliance with Maryland lead laws, contact MDE at 410-537-4199 or visit [www.mde.state.md.us](http://www.mde.state.md.us).

**\* Complete for each separate dwelling unit or submit spreadsheet or other list detailing cert. numbers for multiple dwelling units.**

1. Is the residential property an "affected property" i.e., residential rental property built before 1978? Yes      No
2. Property owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_
3. Property address \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_
4. If the answer to #1 above is "No", give reason (e.g. post 1949, rent for less than 3 months at a time, Lead free). If the residence is certified "lead free", please provide a copy of your certificate.

**If answer to #1 is "NO," proceed to line 10.**

5. If "Yes" to #1 above, has the property been registered with The Maryland Department of the Environment ("MDE")? Yes      No
6. If "Yes" to #1 above, is the property registration renewal current for this year? Yes      No
7. Provide the tracking number (formerly the owner registration number) \_\_\_\_\_
8. When did the current tenant(s) move in? \_\_\_\_\_
9. If applicable, provide the Lead Inspection Certificate Number for the current tenancy as required under §6-815(c), 6-817(b) or 6-819(e) of the Environment Article. \_\_\_\_\_  
Copy of Certificate attached Yes      No
10. I hereby certify under the penalties of perjury that the above information is true and accurate.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_