



Rental License Application

Howard County, Maryland
Department of Inspections, Licenses, and Permits

3430 Court House Drive, Ellicott City, MD 21043
Licenses: 410-313-2455 Inspections: 410-313-1830
www.howardcountymd.gov

License # _____

WHEN COMPLETING THE APPLICATION, PLEASE NOTE THE FOLLOWING:

This form must be signed by the property owner or legally authorized individual (Power of Attorney Required). Electronic Signatures are not accepted.

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 apartment in their primary residence.

The property owner's information may not contain a PO Box unless listed as a business entity, or an APO/FPO/DPO Box. The property owner's address must be their physical domicile; if moving out-of-state, the address provided must be the new address.

The local/resident agent is the person/entity responsible to accept legal process on the behalf of the property owner.

APPLICATION TYPE: (Check One) **REQUIRED – PLEASE PRINT OR TYPE**

New Renewal Update Info Transfer Owner (Fee Required)

RENTAL PROPERTY INFORMATION: **REQUIRED – PLEASE PRINT OR TYPE**

Physical Property Address:		Unit:
City:	State:	Zip Code:
Subdivision/Village/Complex Name:		

PROPERTY OWNER INFORMATION: **REQUIRED – PLEASE PRINT OR TYPE**

Owner(s) Name(s) (As it appears on tax records):		
Business Entity (If applicable): <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Other:		
Owner's Address/Principal Office:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Email:		
Additional Info:		

BILLING CONTACT: **REQUIRED – PLEASE PRINT OR TYPE**

Name:		
Company:		
Address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Email:		

PROPERTY MANAGEMENT:

MARYLAND LOCAL OR RESIDENT AGENT:

<i>(If Applicable)</i>		REQUIRED If owner is out-of-state or a business entity	
Name:		Name:	
Company:		Company:	
Address:		Address:	
City:		City:	
State:	Zip Code:	State:	Zip:
Phone:		Phone:	
Cell:		Cell:	
Fax:		Fax:	
Email:		Email:	

ADDITIONAL ADDRESS/CONTACT INFORMATION:

TYPE OF STRUCTURE: (Select One) REQUIRED – PLEASE PRINT OR TYPE

Single Family Dwelling Single Family Townhouse Duplex Mobile Home Multifamily Dwelling or Complex

TYPE OF RENTAL UNIT: (Select One) REQUIRED – PLEASE PRINT OR TYPE

Single Family Dwelling Townhouse Individually Owned Condominium Duplex Mobile Home

of bedrooms in unit(s): _____ Other Info: _____

Apartment(s) Accessory Apartment (In Owner's Primary Residence) *Requires Prior Approval from the Department of Planning and Zoning*

of units: _____ Additional Clarification (i.e. location of unit, etc.): _____

Rooming Unit(s)

of client sleeping rooms _____ # of tenants _____

Hotel Motel Bed and Breakfast Apartment Complex

of units: _____ Other Info: _____

Group Home Assisted Living *Fire Sprinkler System Required*

of client sleeping rooms: _____ To be licensed for _____ # of clients Other Info: _____

OTHER PROPERTY INFORMATION: REQUIRED – PLEASE PRINT OR TYPE

Year Built**:

of stories (Above Ground):

Historical District: Yes No

****Properties built before 1978 must provide a PHYSICAL COPY of the Maryland Department of the Environment (MDE) lead certification, which must be kept current.**

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.

Fire Sprinkler System: Yes No

Utilities: Gas Electric Solar Oil Geothermal

Type of Smoke Alarms: Battery Powered Only Hard Wired Combo CO Wireless

Water Supply: Public Private (Well)

Sewage Disposal: Public Private (Septic or Shared Septic)

COMMUNITY ASSOCIATION INFORMATION: REQUIRED – PLEASE PRINT OR TYPE

Is the property part of a local Home Owner's Association (HOA) or Condo Association? (Please Select One) Yes* No

***If yes, by signing this document, I certify that my association fees are current and/or not more than 30 days past due AND there is no outstanding final adjudication against me/us for failure to pay said fees to the governing association.**

Association Name: _____

Association Address: _____

City: _____ State: _____ Zip Code: _____

Association Phone: _____ Association Fax: _____

Association Email: _____

AGREEMENT/DISCLAIMER: REQUIRED – PLEASE PRINT OR TYPE

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 the date of application if no inspection has been conducted and approved. The Owner's contact information must be kept current to maintain the license. By my signature below, I grant permission to access the property to conduct inspections:

I, _____ (*Owner, please print*) have carefully examined and read this application and know the same is true and correct, and that in renting this dwelling unit, all provisions of Howard County Ordinances and State Laws will be complied with whether herein or not.

_____, _____ Date: ____ / ____ / ____
Property Owner Original Signature **REQUIRED** Manager/ Agent Signature (*If Applicable*)

Please make checks payable to: Director of Finance, Howard County. Renewable every two years.

THIS OFFICE MUST BE NOTIFIED IN WRITING OF ANY CHANGES; I.E. OWNER'S ADDRESS, AGENT BEING ADDED OR DELETED, PROPERTY BECOMING OWNER OCCUPIED, SOLD, OWNERSHIP TRANSFERS, ETC.

FAILURE TO DO SO MAY RESULT IN LATE FEES AND CIVIL CITATIONS PER HOWARD COUNTY CODE 14. 901 (d)(1).

****INCOMPLETE AND/OR INACCURATE APPLICATIONS WILL BE RETURNED****

FOR OFFICE USE ONLY:

Date Entered: / /

Fee:

Check #:

Invoice#

**DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS
INSPECTIONS AND ENFORCEMENT DIVISION
NEW RENTAL HOUSING INSPECTION CHECKLIST
410-313-1830**

PLEASE NOTE THIS CHECKLIST IS MERELY A GUIDE CONTAINING MOST COMMONLY FAILED ITEMS, AND IS NOT AN ALL-INCLUSIVE LIST:

- SMOKE ALARMS BATTERY ONLY (NO WIRES)** – All **removable battery powered only** smoke alarms (those not connected to the buildings AC electrical wiring), must be replaced with **NEW** 10-year **non-removable or sealed-in** lithium battery smoke alarms. Smoke alarms **MUST** be installed on every level of the home. Additionally, a smoke alarm **MUST** be installed in the hallway outside of and adjacent to the bedrooms **AND**, a smoke alarm must be installed **inside** of each bedroom. Always install smoke alarms in accordance with manufacturer’s instructions. The date of manufacture is on the bottom (wall side) of the smoke alarm, they cannot be more than 10 years old. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- SMOKE ALARMS ELECTRIC (HAS WIRES)** – Hardwired smoke alarms (those connected to electrical wiring of the house) The entire alarm **MUST** be replaced if they are more than 10 years old. The date of manufacture is on the bottom (wall side) of the smoke alarm. If there is no date, it is more than 10 years old and must be replaced. Never replace electric hardwired smoke alarms with battery powered only smoke alarms. Hardwired smoke alarms must always be replaced with **NEW** hardwired smoke alarms. Hardwired smoke alarms are still allowed to have a removeable backup battery; however, electrically hardwired smoke alarms with a non-removable 10-year battery are beginning to be available on the market. Install smoke alarms in accordance with the manufacturer’s instructions. Smoke alarms must be installed on every level of the home, inside of each bedroom and in the outside hallway adjacent to the bedrooms. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- CARBON MONOXIDE ALARMS** – Effective April 1, 2018, a new Maryland State Law (Call 1-800-525-3124 with questions) goes into effect that requires all rental properties to install carbon monoxide alarms (CO) be installed outside of each sleeping area and on every level to include the basement in a building/home that contains any fuel burning equipment, wood burning appliance or has an enclosed attached garage. Carbon monoxide alarms can be hardwired with a battery backup or battery powered with a ten-year battery with a sealed tamper resistant compartment. The State recommends that affected properties replace the current hard-wired smoke alarms with a combination smoke alarm/carbon monoxide alarm unit. Carbon Monoxide Alarms should be installed in accordance with the manufacturer’s instructions. **PLEASE SAVE THE PACKAGING FOR THE RENTAL HOUSING INSPECTOR.**
- CLEAN AND SANITARY CONDITION** – Your dwelling unit and any storage sheds or buildings, detached garages, fences and gates, etc. must be in good repair. The living unit must be clean and sanitary when the inspector arrives. All repairs and renovations should be fully completed in a workmanlike manner and all tools, materials, and debris removed from the premises. The yard must be free of trash and debris.
- FIREPLACES** – Level 1 Inspection required on masonry (wood burning) fireplaces. If it is a masonry fireplace, wood burning fireplace or woodstove, you must have proof of chimney flue cleaning within the last 12 months. Report provided must indicate the fireplace or woodstove is safe to use for its intended use. **PROVIDE DOCUMENTATION OF SAME.**
- WELL/SEPTIC SERVED PROPERTIES** - If your property does get its potable (drinking) water from a well, you must have your water tested for potability to ensure it is safe for tenants to drink (Test for: Nitrates, Coliforms and Bacteria). You must provide the Inspector with a recent copy of this report indicating that the water is free from contamination prior to approval of the license. Provide documentation indicating septic was pumped within last 3-years.
- OCCUPANCY LIMITATIONS - Bedrooms** – Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. Living Room – 3 to 5 occupants must have a minimum of 120 square feet, 6 or more occupants must have a minimum of 150 square feet. Dining Room – 3 to 5 occupants must have a minimum of 80 square feet, 6 or more occupants must have 200 square feet. Combined living room and dining room spaces - If the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living/dining room. *There are additional requirements for efficiency Apartment units whose maximum occupancy is 3 persons.*
- HOT WATER HEATER** – Check to ensure temperature and pressure relief valve is piped down to the floor not more than 6 inches above floor level or piped into sump pump pit or other approved termination. Check venting if gas fired. Assure clearances. New State Law effective April 1, 2018 requires the installation of Carbon Monoxide Alarms if appliances are gas fired.
- WASHER/DRYER** – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer should be vented to the exterior or as per manufacturer’s instructions. **Flexible exhaust duct must be metallic/metal and not plastic.**

- ❑ **ELECTRICAL PANEL BOX** – Check for tripped breakers, missing spacers or breakers providing access to the interior buss bar. A minimum clear space (30” in width and 36” in front) must be left open at the electrical panel.
- ❑ **ELECTRICAL SERVICE CABLE** – Property owners are responsible for maintaining the electrical service entrance cable to the home. The large electrical wire from the 1st connection point at building all the way to the electric meter. If this cable is in disrepair (wire covering deteriorating), it must be replaced by a licensed electrician, under permit.
- ❑ **FURNACE** – Forced air, heat pump or other forced air type unit, check for filter, if visible, is it clean. If gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue. Last service invoice is important to note/provide.
- ❑ **HOT WATER BOILER** – May provide domestic hot water in addition to heat, boiler circulates hot water through a system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within 6 – 8 inches of floor level. The unit should be serviced annually.
- ❑ **ROOMS ON ALL FLOORS** – Check perimeter of room (floors/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use an outlet tester on random outlets; **OUTLETS CANNOT BE PAINTED OVER**. Painted outlets must be replaced and cannot be cleaned. Note how many bedrooms.
- ❑ **BASEMENT** – Check for window meeting egress requirements in basement if there is a bedroom in the basement (No more than 44 in. above floor, window min. clear opening 5.7 sq. ft.; min. 20 in. wide, min. 24 in. high). Check for signs of leaks at foundation, exterior door, areaway or flooring above.
- ❑ **BATHROOM/POWDER ROOM** – Check for ventilation fan exhausted to the exterior or openable window; check bathtub/shower tiles for loose tiles and proper caulking at wall and tub as well as where the tub meets the floor; check floors to ensure they are impervious to water and have no loose or missing tiles; flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet; check under the vanity cabinet for any water leaks or signs of previous water leaks, and all caulking is in good condition; toilet seats should be hard surface.
- ❑ **ALL ROOMS** – Check to ensure that all switch plates and duplex outlet covers are installed, check for open (exposed wires) electrical junction boxes. Ensure that receptacles are not painted. Check for holes in walls, floors and ceilings. Ensure there is no peeling paint. Close and lock and reopen all interior doors for fit and operation. Must be clean and sanitary.
- ❑ **WINDOWS** – Check windows to ensure there are locks on all first-floor windows (with a sill height of 6 ft. or less from ground), and window functions properly. Windows must be able to remain open (held in place with their own hardware) without slamming shut. Ensure window screens are in place, tight fitting and free of holes.
- ❑ **SPRINKLERS** – If the house has a sprinkler system (for fire suppression), check sprinkler heads for clearance requirements and ensure that no heads are painted or damaged. Ask for a copy of the last sprinkler report (in multi-family buildings). If residential sprinkler system in single family dwelling, no report may be available; however, the backflow device is to be inspected annually and replaced every 5 years.
- ❑ **KITCHEN** – Run water in sink and check for leaks under the sink, check garbage disposal for operation and proper electrical connection; check inside stove to ensure it is clean and sanitary. Turn on stove and burners to ensure they are in working order; check stove hood fan and light for operation; look inside dishwasher to ensure it is clean and sanitary; turn on dishwasher to ensure it is working properly if you suspect it is not; look inside cabinet doors for signs of roach infestation and ensure they are clean and sanitary; look inside refrigerator (if provided) for clean sanitary condition free of odors; dishwasher is attached to under counter; drawers do not pull out all the way and are attached on drawer rails; cabinets and counter surfaces are not delaminated or damaged.
- ❑ **STAIRWAYS (INSIDE/OUTSIDE)** – Check to ensure handrails are in place and secured if there are four risers or more. Metal handrails must not be rusted or have peeling and flaking paint.
- ❑ **EXTERIOR** – Check to ensure that gutters and downspouts are not crushed or clogged and are free of overhanging branches. Since it is hard to determine the condition of a gutter from the ground, look for plant/weed growth which is a sure sign it is clogged up; splash blocks should be in place at the termination of the downspout; look for green discoloration on siding which is a sign that gutters and downspouts are not functional; look for large areas of moss growth near foundation wall-this may indicate standing water; look for areas where topsoil is missing exposing stones/pebbles; ensure that globes are on all exterior light fixtures (all exit doors require a light); ensure there are no holes in the exterior that would allow nuisance animals to enter; ensure there is no rotted wood trim or cracking or peeling paint; visually look at roof covering for signs of deterioration (note any clawing shingles or missing shingles); check fences and/or gates to ensure they are structurally sound and hardware is in place on all gates; ensure that sliding doors work properly and screen slider is secure; if the house has a deck, check it to ensure it has proper railings and is structurally sound; check sidewalks/steps for tripping hazards.

- **PREMISES IDENTIFICATION – ADDRESS NUMBERS MUST BE POSTED IN A POSITION TO BE PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.** These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.
- **DEADBOLT LOCKS** – Doors providing access to the unit shall be equipped with a deadbolt lock designed to be readily operable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch. For this purpose, a sliding bolt shall not be considered an acceptable deadbolt lock. **ALL DOUBLE-KEYED DEADBOLTS MUST BE REPLACED WITH APPROPRIATE LOCK.**
- **LEAD PAINT** - Pursuant to Title 6, Subtitle 8, of the Environmental Article, Annotated Code of Maryland and the Howard County Property Maintenance Code, Section 305.3.1, please be aware if your property was built prior to 1978, regardless of renovation history, a Maryland Department of the Environment Lead Paint Risk Reduction Certificate (Form 330), Lead Free or Limited Lead Free Certificate must be on file with our office in order to maintain your rental license for Howard County. This office does not have access to State records if you have already obtained one.

NewRentalHousingChecklist.doc Revised 02.15.19

HOWARD COUNTY
RENTAL HOUSING LICENSE FEE SCHEDULE

Department of Inspections, Licenses and Permits
3430 Court House Drive, Ellicott City, Maryland 21043
410-313-2455, Opt #4

Howard County Council Resolution #72-2019 Effective July 1, 2019

Applies only to rental housing for which a rental housing license is required pursuant to the Howard County Code, Section 14.901. Licenses are biennial (every two years).

License fees shown include the 10% technology fee.

Type of Housing:

3 or More Family Dwelling Units (apartments). Occupants in this use type are not transient and do not require supervision
\$93.50 per dwelling unit

1 or 2 Family Dwelling Units (single family detached, single family townhouse, duplex, individually owned condominium apartment, mobile home). Occupants in this use type are not transient and do not require supervision.
\$93.50 per dwelling unit

Assisted Living Unit (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically elderly and require 24-hour supervision.
\$55.00 per sleeping room

Group Home Unit (1 or 2 Family Dwelling Unit or a 3 or More Family Dwelling Unit). Occupants in this use type are typically adults requiring supervised independent living.
\$55.00 per sleeping room

Rooming Unit (A single sleeping room). Occupants in this use type are not transient. Owners must reside in the home to qualify as a rooming unit. Two or more rooming units require a license.
\$55.00 per sleeping room

Hotels, Motels, Bed and Breakfast Units (1 Or 2 Family Dwelling unit or a 3 or More Family Dwelling Unit). Occupants in this use type are transient in nature, making use of the facility for a period of less than 30 days.
\$55.00 per sleeping room

Other Charges

Transfer fee..... \$20.00
Late fee for restoration of an expired license after the billing period..... \$25.00 plus the license fee
Late fee for bills unpaid
 After 30 days..... \$15.00
 After 60 days..... \$25.00
License fee is non-refundable if inspection has been made
Investigative Fee..... \$100

Reinspection Surcharge

A reinspection surcharge shall be imposed for properties which required more than one reinspection to verify or determine compliance with a notice of violation issued. The surcharge does not apply if the applicant did not contribute to the need for the reinspection.

2nd reinspection (3rd visit to property) \$50
3rd reinspection (4th visit to property) \$75
4th reinspection (5th visit to property) \$125

Rental Housing Licenses Refund Policy

There may be a full refund if an inspection of the property has not been conducted.

Half of the license fee may be refunded if, within the first year of the licenses, the property ceases to be used as a rental property.

The license fee is non-refundable if inspection has been made or if, during the second year of the license, the property ceases to be used as a rental property.