



City of Rockville
Planning & Development Services Department
 Community Enhancement/Code Enforcement Division
 111 Maryland Avenue • Rockville, MD 20850 • 240-314-8330

OFFICE USE ONLY

Application No.: _____
 New Renewal
 LCVF: Yes No
 Payment Type: _____
 _____ / _____ /20 _____ : _____

Application for License of Rental Property

➤ All information requested must be furnished (*please type or print clearly, incomplete or illegible applications will be returned*).
PO Box addresses will not be accepted for owner or agent.

Please Check One: Single-Family Dwelling Townhouse Condominium

RENTAL PROPERTY INFORMATION

Property Address _____ Unit No. _____
 Tenant Name _____ # of Bedrooms _____ # of Occupants _____
 Phone No. Cell: _____ Home: _____ Work: _____
 Email: _____
 Is Rent Subsidized? Yes No Utilities Included? Yes No Present Rent \$ _____
 Basement Occupied as a sleeping area? Yes No

OWNER INFORMATION

Name of Owner(s) _____ Email: _____
 Address _____
 Phone No. Cell: _____ Home: _____ Work: _____

PROPERTY AGENT/MANAGER INFORMATION

Please Note: A property owner who does not reside in the State of Maryland shall appoint a person who lives in the State of Maryland to serve as a local agent/manager for the owner. All correspondence will be directed to the local agent if this section is completed.

Name of Agent/Manager _____ Email: _____
 Address _____
 Phone No. Cell: _____ Home: _____ Work: _____

Property Owner or Agent's Signature _____ Date _____

See reverse for typical property maintenance code requirements ➤

Application fee is \$200 and is Non-Refundable
Payable to: City of Rockville

Lead poisoning prevention compliance form must be returned prior to the issuance of the rental license.

Type of Code Requirements to be Checked

1. The exterior of a property shall be maintained in a clean, safe, and sanitary condition.
2. All foundation walls should be in good repair and free from cracks and breaks.
3. All exterior walls and trim should be sound, and free from loose and peeling paint.
4. All roof coverings should be sound, and without defect. Gutters and downspouts must be secure, properly installed and free from obstructions.
5. All windows and doors shall be weather-tight and in good repair. Every openable window must have insect screens.
6. All electrical and mechanical equipment shall be properly installed and capable of performing their intended function.
7. All plumbing fixtures should be free from leaks and defects, and in good working order.
8. All interior surfaces shall be maintained in a clean and sanitary condition.
9. All stairs, handrails and railings must be sound and capable of supporting loads.
10. All basement bedrooms must have proper egress.
11. If the home to be licensed was built before January 1, 1978, the home must be registered with the Maryland Department of the Environment (MDE). More information may be obtained by visiting their website at www.mde.state.md.us/lead or calling (800) 633-6101
12. Carbon monoxide detectors must be installed on or after April 1, 2018 in rental homes with any fuel burning equipment, wood burning appliance, or has an enclosed attached garage.
13. Smoke alarms must tone when tested, and coverage of the home must comply with Maryland's Smoke Alarm Law which became effective July 1, 2013. The entire law may be found by searching for MD House Bill 1413 or MD Senate Bill 969.
 - a. The new law emphasizes the use of sealed smoke alarms with long life batteries and to transition away from smoke alarms with 9-volt batteries. It is critical to understand that these devices are appropriate only where battery operated smoke alarms presently exist or in locations where no smoke alarms are present. **It is never acceptable to remove required wired-in smoke alarms and replace them with any type of battery-only operated device.** Smoke alarm coverage in older homes constructed prior to January 1, 1989 must be upgraded to at least one approved sealed smoke alarm on every level of the home when any of the following occur:
 1. The existing smoke alarm is more than 10 years old.
 2. The existing smoke alarm fails to respond when tested or otherwise malfunctions.
 3. There is a change of tenant.
 4. A building permit is issued for an addition or renovation.
 5. January 1, 2018 at the latest.
 - b. Any new home constructed after January 1, 1989 is required to have at least one wired-in electric smoke alarm on every level of the home, including the basement, and are required to be interconnected. The requirement that AC-power operated smoke alarms have battery back-up became effective July 1, 1990.
14. Be reminded that an inspection is required upon the termination of one tenancy and before the occupancy of a new one.