



**Prince George's County**  
 Department of Permitting, Inspections  
 and Enforcement  
**ENFORCEMENT DIVISION**  
 1220 Caraway Court, Suite 1050  
 Largo, Maryland 20774  
 301.883.6168 ♦ FAX: 301.883.6050



**SINGLE FAMILY RENTAL LICENSE APPLICATION**

**PLEASE PRINT CLEARLY.** This form **MUST** be signed by the Owner or Agent of the rental facility. A biennial fee of \$75.00 per dwelling unit is due with the application. Only Check or Money Order made payable to "Prince George's County" will be accepted. (See reverse for additional information.)

Rental Property: \_\_\_\_\_  
Street City State ZIP Code

**OWNER'S INFORMATION**

Owner's Name: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State ZIP Code

**MANAGEMENT'S INFORMATION**

Management's Name: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State ZIP Code

Property Manager's Name: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_  
 Tenant's Name: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_

Is rental property located within a Condominium Association, Cooperative Housing Corporation or Homeowner's Association?  
 Yes, Name of Community: \_\_\_\_\_  No

Certification/evidence from the Condominium Association, Cooperative Housing Corporation or the Homeowner's Association that the dwelling unit does not have a lien for non-payment of Common Ownership Community Fees, and the dwelling unit does not violate any covenants or bylaws **MUST** be provided on their Letterhead. The certification/evidence **MUST** be provided at the time the application is submitted.

Is this property a Housing Choice Voucher (Section 8) property?  Yes  No  
 Is the property currently occupied?  Yes  No

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

\* FOR OFFICE USE ONLY \*

Check/Money Order Number: \_\_\_\_\_  
 Clerk's Initials: \_\_\_\_\_ / Case #: \_\_\_\_\_

License Fee: \$ \_\_\_\_\_  
 Penalty Fee: \$ \_\_\_\_\_  
 TOTAL FEE: \$ \_\_\_\_\_

**Enforcement Division Approval**

\_\_\_\_\_  
 Signature of Inspector Date  
 \_\_\_\_\_  
 Signature of Supervisor Date

**This Receipt Serves as a "Temporary" Single Family Rental License**

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## **INFORMATION FOR COMPLETING SINGLE FAMILY RENTAL LICENSE APPLICATION**

The information required in the Single Family Rental License Application, **MUST** be accurately and completely given. ***INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL NOT BE RETURNED.***

### **EXEMPTIONS:**

1. If the tenant is the landlord's parent, son, daughter, sibling, grandchild, grandparent, or in-law.
2. If the landlord is an active member of any branch of the United States Armed Forces, Diplomatic Corps or Foreign Service, who maintains the subject property for her or his domicile and permanent residence, or
3. If the landlord has been relocated for employment or education, maintains the subject property as her or his domicile and permanent residence, and the subject property has not been leased for more than two (2) consecutive years.

APPROPRIATE DOCUMENTATION MUST BE SUBMITTED ALONG WITH COMPLETED APPLICATION (FRONT SIDE OF THIS FORM) IN ORDER TO BE CONSIDERED FOR EXEMPTIONS.

***Make Sure Application Is Signed and Dated***



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## **SINGLE FAMILY RENTAL LICENSE REQUIREMENTS**

1. There is a non-refundable fee of \$75.00 per property for a two-year Rental License.
2. If you recently purchased your home, a copy of your settlement papers or a deed are required to verify property ownership.
3. **ONLY** money orders and checks made payable to "Prince George's County" are accepted.  
**NO CASH OR CREDIT CARDS!**
4. Once you receive your receipt (*gold copy of application*) stamped "PAID," use that as your Temporary License until the actual Rental License is issued.
5. If you currently have a Rental License and have stopped renting or have sold your property, submit proof such as settlement papers, the deed or a utility bill in your name bearing the property address. This information will be put in your file and retained for future reference when re-applying for a new license.
6. If you have a management company and would like your license to be mailed to them, write "**Mail to Management Company**" on top of your application, and provide the correct mailing address for the company.
7. To be granted an exemption, you must provide the required documents with the application.  
(*Exemption information is on back of the application.*)
8. For a relationship exemption, you **MUST** provide the related person's government-issued identification card bearing the rental property address, a birth certificate showing the relationship and a utility bill in the renter's name bearing the property address. (*Please see the reverse side of this application to view the relationship chart exemptions which are accepted.*)
9. For military exemptions, the following documents are required:
  - Valid Military ID
  - Current Deployment Orders
10. For employment exemptions, provide a copy of the current employment relocation documents and your employment identification card.

**The above listed documents are required, or the exemption will not be granted.**

- **Owner’s Name** means your name and mailing address.
- **Dwelling Units** means the number of kitchens.
- **Mortgage Holder** means the name of the mortgage company. If you do not pay a mortgage, put N/A.
- If there is no tenant yet, put “Vacant” in that space.
- **Title** means your title as “Owner,” “Manager,” or whoever completes the application.
- These **fees are non-refundable**. Once you submit your application, your Rental License cannot be cancelled, and it will be valid for a two-year period.

New Legislation was enacted on January 22, 2013 regarding the issuance of a Rental License. In order to obtain a Rental License, the following must be provided:

- 1) The name of the Condominium Association, Cooperative Housing Corporation or Homeowner’s Association; and
- 2) Certification from one of the entities listed above that the dwelling unit does not have a lien for non-payment of Common Ownership Fees, and the dwelling unit does not violate any covenants or bylaws.

**\* There is a \$5.00 fee per property for each duplicate Receipt or Rental License request. There is a 2- to 5-day turnaround to receive the copy.**

**\*\* There will be NO EXEMPTIONS.**

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## MUNICIPALITIES

If your rental property is located within the Town or City Limits of the jurisdictions listed below, we will not be able to process your application. Some municipalities have their own Code Enforcement Office, and you will need to go to the correct municipal office to obtain your rental license.

- Anne Arundel County . . . . .(410) 222–6700
- Baltimore City . . . . .(443) 396–3575
- Berwyn Heights . . . . .(301) 513–9331
- Bowie . . . . .(301) 809–3008
- Brentwood . . . . .(301) 927–3344 \*We DO handle North Brentwood
- Charles County . . . . .(301) 934–9305
- Cheverly . . . . .(301) 341–1055, ext. 206
- District Heights . . . . .(301) 336–1401
- Edmondston . . . . .(301) 669–8806
- Forest Heights . . . . .(301) 839–1030
- Greenbelt . . . . .(301) 345–5417
- Hyattsville . . . . .(301) 985–5014
- Laurel . . . . .(301) 725–5300
- Montgomery County . . . . .(301) 270–5900
- Mount Rainier . . . . .(301) 985–6585
- New Carrollton . . . . .(301) 459–3771
- Riverdale Park . . . . .(301) 927–6381
- University Park . . . . .(301) 927–4262