

Craig Brown  
Code Compliance Officer  
Office: (301) 927-4262  
Email: cbrown@upmd.org



<i>Office use only</i>
New Application: _____
Renewal Application: _____
Date Received: _____
License No.: _____

**Rental Property License Application**

Town of University Park  
6724 Baltimore Avenue; University Park, MD 20782; (301) 927-4262

Filing fee: \* \$400.00      Date Paid: \_\_\_\_\_      Check No.: \_\_\_\_\_

(\*Filing fee for new rentals after January 1 is \$250. A late charge will be assessed if the application is not received by June 30 - this applies to renewals only.)

Address of Rental Property: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_      Email: \_\_\_\_\_

**Town law requires that you provide updated information should your address change.**

Do you have someone else managing this property for you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide name, mailing address, phone numbers and email (optional) below.

Name: \_\_\_\_\_      Phone: \_\_\_\_\_

Address: \_\_\_\_\_      Email: \_\_\_\_\_

Number of occupants residing in house? \_\_\_\_\_      Are they related? \_\_\_\_\_

How many bedrooms\*\*? \_\_\_ Any located in basement? \_\_\_\_\_ If so, how many? \_\_\_\_\_

(\*\* A bedroom is defined as a room that includes a minimum 2'x 3' closet.)

Date Built (check your property assessment record): \_\_\_\_\_

**Property built prior to 1978, must be registered with the Maryland Department of Environment's (MDE) Lead Poisoning Prevention Program and be tested for lead paint prior to every change in occupancy.**

**See MDE's Lead Law Compliance Checklist on page 2 for more information. Page 2 must be completed and submitted as part of the application.**

By signing this application, you are giving permission to inspection(s) of the rental property described herein for the purpose of determining compliance to the Rental Housing Code of the Town of University Park and MDE Lead Risk Reduction requirements. Further, by signing below, you certify under penalties of perjury that the foregoing information is true to the best of your knowledge, information and belief.

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

**DO NOT WRITE BELOW THIS LINE**

This property was inspected on \_\_\_\_\_ and upon signature below, a copy of this application shall serve as a temporary certificate pending corrective actions taken, follow-up inspection(s) performed, and license issued.

\_\_\_\_\_  
**Rental Housing Code Officer**

*Updated 4/2019*

**Maryland Department of the Environment  
Residential Rental Property  
Lead Law Compliance Checklist**

Pursuant to Title 1, Subtitle 5 of the Local Government Article, before a local government authorizes or certifies residential property to be rented or leased, the owner of the residential property shall state in writing to the local government under penalty of perjury:

- A. That the residential property is not a rental property constructed prior to 1978 ("Affected Property"); or
- B. That the residential property is an Affected Property that has been registered and for which the registration has been renewed in accordance with §§ 6-811 and 6-812 of the Environment Article; and
- C. If the property is an Affected Property, provides the inspection certificate number for the inspection conducted for the current tenancy as required under §§ 6-815(c), 6-817(b), or 6-819(e) of the Environment Article.

If you have any questions regarding compliance requirements, please contact MDE at 410-537-4199 or visit [mde.maryland.gov/lead](http://mde.maryland.gov/lead). In addition to providing the information below, rental owners must also provide documentation of compliance with the Maryland Lead Laws.

1. Rental Property Owner: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ City/State/Zip

2. Rental Property Address: (Please complete a separate checklist for each separate dwelling unit)  
\_\_\_\_\_  
\_\_\_\_\_ City/State/Zip

3. Is the residential rental property an Affected Property? YES  NO

4. If the answer to #3 is "No," give reason (e.g., post 1977, Lead Free, MDE Lead Certificate (issued by Maryland Accredited Lead Inspector):  
\_\_\_\_\_

**If answer to #3 is "NO," proceed no further.**

5. If "Yes" to #3 above, has the property been registered with MDE? YES  NO   
6. What is your MDE Registration Tracking Number? \_\_\_\_\_  
7. What is the current year of your MDE rental registration? \_\_\_\_\_  
8. When did the current tenant(s) move in to rental property? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
9. Provide the most recent Lead Inspection Certificate Number for the current tenancy as required under the Environment Article. \_\_\_\_\_

Please note: You must obtain a new certificate indicating that the property meets a risk reduction standard upon each change in occupancy for all residential rental properties built prior to 1978. If the residential rental property was built from 1950 to 1977 a new certificate must be obtained after a change in occupancy occurs on or after January 1, 2015. Only rental properties that have a valid "lead free" or "limited lead free" certificate are exempt from registration and certificate at turnover provisions of the law.

Copy of Certificate attached YES  NO

I hereby certify under the penalties of perjury that the above information is true and accurate.

\_\_\_\_\_  
Print Name

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

