



Town of Hampstead

Rental Housing License Application



RENTAL PROPERTY ADDRESS

Our records indicate that this property is a residence and this property is being rented by the property owner. If the property is not being rented, please fill out the Section I.

SECTION I : EXEMPTION

If one of the statements below is true, you are exempt and do not need to license the property or pay the fee. Check all that apply.

- I no longer own this property DATE OF SALE _____
- No one is living at this property.
- I am renting this property to a family member and I am not charging them rent.
- No one is renting this property.

I do solemnly declare or affirm under penalty of perjury that this property is not a rental property and that the above is true.

Owner's Signature: _____ Date: _____

- If you are renting the property, please fill out the remainder of the application and return with the appropriate fee and documents -

SECTION II : OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____

SECTION III : AGENT INFORMATION

(NOTE: If the owner resides out of State, the owner **must** name an agent living within the State of Maryland)

Agent Name: _____

Mailing Address: _____

Cell Phone: _____ Home Phone: _____

Email: _____

SECTION IV : FEES

Number of Units*: _____ **x \$100 fee for each unit = Total Fees Due:** _____

**Number of Units per one property being charged a fee is capped at 20 units. If this property has more than 20 rental units, please fill in 20 and the fee is for only 20 units.*

Make checks payable to the Town of Hampstead

SECTION V : TENANT INFORMATION

| UNIT NUMBER | NUMBER OF OCCUPANTS | PRINCIPAL TENANT | CONTACT PHONE # |
|-------------|---------------------|------------------|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please provide the tenant information for each residential unit. (If more than 4 units please continue using a blank sheet)

SECTION VI : MDE LEAD POISONING PREVENTION REQUIREMENTS

Maryland State law requires all owners renting residential properties to register the rental property with MDE. If the property was built before January 1, 1978, it is required to be tested for lead poisoning. [Statutory requirements of Article 24, Political Subdivisions, 19-103]

1. Was the rental unit built prior to January 1, 1978? Yes No Year Built _____
If answer to question #1 is NO, DO NOT answer questions 2, 3, & 4. You do not have to register your property with MDE. If the answer is YES, please complete questions.
2. Is this property registered with MDE? Yes No
Tracking # _____ If NO, contact MDE 1-800-633-6101 to register.
3. Is the registration current? Yes No
4. What is the Lead Inspection Certificate # for current tenancy: _____

Provide a photocopy of lead inspection certificate with application. For more information on requirements for obtaining your lead inspection certificate, contact Maryland Department of Environment at 1-800-633-6101 ext. 4199 or 410-537-4199 or www.mde.state.md.us/lead.

SECTION VII : OWNER/AGENT SIGNATURE

I hereby acknowledge that I have read and will comply with the Town of Hampstead Rental Housing Code (Chapter 80) and Town of Hampstead Nuisances Code (Chapter 95) and all applicable provisions of the code of the Town of Hampstead, all of which are applicable to the rental of my property. Hampstead Town Code: <https://ecode360.com/HA1081>

I hereby affirm under penalty of perjury that the information on this application, both for a rental facility license and with regard to lead poisoning prevention, is true to the best of my knowledge and belief. I also understand if there are any changes in property ownership, owner address or agent/contact information I will notify the Town of Hampstead within 10 days of the change.

Owner/Agent Signature Date

Print Name Of Person Signing

FOR OFFICE USE ONLY

Date Received: _____ License #: _____

Exempt Notes: _____

Expires 8/31/2027