

## OVERVIEW

The Rental Licensing Program is focused on ensuring that properties are maintained for health, safety and general welfare of the entire community. The program, created and implemented in 2003, has proven successful in ensuring that adequate living conditions are maintained for all and is designed to help protect the character and stability of residential areas as well as preserve the value of land and property throughout the City of Hagerstown.

## LEAD-PAINT COMPLIANCE

State Law prohibits the City from issuing a rental license until current lead inspection information is provided. Call the Maryland Department of the Environment at 410-537-4199 or 1-800-776-2706 to register your property and begin the State compliance process.

## CONTACT US

### PLANNING & CODE ADMINISTRATION

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## CITY OF HAGERSTOWN

City of Hagerstown

# RENTAL LICENSING PROGRAM

2012-2013



**A LANDLORD'S GUIDE**

# Frequently Asked Questions

**Q: What is considered a rental property?**

**A:** Single-family, duplex, triplex, four-plex, apartments, condos, townhomes or other residential rental dwellings located within the City of Hagerstown that are rented, leased or let, whether for consideration or not, for occupancy by one or more persons who are not the owner.

**Q: How do I register my property?**

**A:** Submit a completed, signed application, including mandatory lead paint inspection information, to City Hall along with the annual per unit rental licensing fee. Applications are available from the Planning and Code Administration office or online at [www.hagerstowncode.org](http://www.hagerstowncode.org)

**Q: How do I know when the registration is due?**

**A:** All rental properties must be registered and licensed before a tenant moves in to the unit. Once an application is created, payment is due within 30 days. A license is valid until the next June 30 and a renewal will be sent prior to that date.

**Q: What are the fees for a rental license?**

**A:** \$50 per rental unit. Significant late fees are charged once an application is more than 60 days past due.



**Q: Who is exempt from obtaining a rental license?**

**A:** Exemptions include:

- Newly constructed properties, for the first four years following the issuance of a Certificate of Occupancy.
- Owner-occupied properties that contain no more than one rental unit.
- Rental properties owned and operated by the Hagerstown Housing Authority.
- Hotels, motels, hospitals, state-licensed residential care facilities, assisted-living facilities and nursing homes.

**Q: Do I have to register a rental property that is occupied by a relative?**

**A:** Yes. However, in single-unit rental properties the registration fee is waived if certain family members, including children, parents, siblings, grandparents and grandchildren, are tenants. Registration is still required.

**Q: What inspections are required?**

**A:** An exterior inspection is done every other year, though if you get an “all pass” inspection we won’t do another exterior inspection for four years. An interior inspection is required at tenant turnover if we have not inspected the unit in the past four years.

**Q: How do I schedule an interior inspection?**

**A:** Call the Code office at least three business days before a tenant moves in. Our phone number is 301-790-4163. You can also request an interior inspection online at [www.hagerstowncode.org](http://www.hagerstowncode.org)

**Q: How are exterior inspections scheduled?**

**A:** Exterior inspections do not have to be scheduled. The inspector will examine your property at some point during the program year and results will be sent to you via mail. The inspector’s name and telephone extension will be on the report and you are welcome to call them with any questions you may have.

**Q: Do I need an interior inspection if the property have been inspected under the Section 8 program?**

**A:** In lieu of our doing an inspection, we will accept a completed and passed Hagerstown Housing Authority inspection that has been conducted as part of the Section 8 program. The inspection must be current and done while the unit is vacant.

**Q: What do I need to do if I sell my rental property?**

**A:** The license is transferable to the new owner, but the new owner is required to inform us of the transfer within 10 days of the sale.

**Q: Can I sell a registered rental that has outstanding violations?**

**A:** Yes. However, by law, you must inform a prospective buyer of any violations, as the new owner will be responsible for bringing the property into code compliance.

**Q: When will I receive a printed license?**

**A:** Your unit is licensed as soon as we’ve received a completed registration, including current lead inspection results. We send out printed licenses at the beginning of each month for all properties registered during the previous month.