



APPLICATION FOR RENTAL LICENSE

PROPERTY OWNER NAME & ADDRESS

Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email: _____

Property being Registered: _____

- Please print clearly and answer all questions
- Make checks payable to the City of Hagerstown, MD
- Mail the completed signed application with payment to:
1 E. Franklin St., Ste. 300, Hagerstown, MD 21740

EMERGENCY CONTACT

(if different from applicant)

Name: _____
Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email: _____

DESIGNATED AGENT

(person who manages building, if different from applicant)

Name: _____
Address: _____

Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email: _____

RESIDENT AGENT

(if applicant is a corporation or LLC)

Name: _____
Address: _____

Primary Phone #: _____
Secondary Phone #: _____
Fax #: _____
Email: _____

ANNUAL LICENSING FEE

(License year is July 1 to June 30)

Number of Residential Rental Units: _____ units
x \$75.00

Total Due: _____

Complete & return

Form will be returned if second page is not completed

An application is required, including current Lead Paint Information, to become licensed.

Licenses will be mailed once application process is completed. Please keep a copy of the license for your records.

TURN OVER TO SIGN

**Maryland Department of the Environment
Lead Poisoning Prevention Verification of Compliance Form**

State law prohibits the City from issuing a Rental License unless we are in receipt of **CURRENT** lead inspection certificates. If you don't have current certification numbers, please return application now and supply certification numbers within 30 days.

Rental Address: _____

Before the City of Hagerstown authorizes residential property to be rented, leased, or let, the owner of the residential property shall state in writing to the City under penalty of perjury the lead paint status of the property. An **affected property** is one built **PRIOR TO 1978** that is a residential rental property for which money or services are collected for rent.

Section I (Please confirm the selection below is correct)

- This residential property is an **affected property** - built **PRIOR TO 1978**. An affected property owner is required to:
 - (1) **Register or annually renew the registration of the affected property** through the Maryland Department of the Environment (MDE) at mde.maryland.gov/programs/land/leadpoisoningprevention/ or by telephone at 1-800-776-2706 or 1-410-537-4199.
 - (2) **COMPLETE SECTION II** and
 - (3) **COMPLETE SECTION III**

- This residential property is **NOT** an **affected property** - built **IN OR AFTER 1978**. The property owner:
 - (1) Can **SKIP SECTION II** and
 - (2) **COMPLETE SECTION III**

Section II

State law requires lead paint inspections on all affected properties at **EVERY TENANT TURNOVER**, unless the property is certified lead-free. **CURRENT** inspection certificate numbers for the property noted above are:

UNIT NUMBER (if applicable)	INSPECTION CERTIFICATE NUMBER(S) (found in upper right of MDE certificate)	DATE OF LEAD PAINT INSPECTION

Section III (Application will be returned if this section is not completed)

I hereby acknowledge my obligations and responsibilities pursuant to Chapter 95 and 197 of the City Code, a fair summary of which have been provided to the undersigned landlord or designated agent.

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 Neighborhood Services Office within 10 days of the change.

Owner's/Agent signature

Date

Print Name of Person Signing