

What is It?

Rental Licensing Program 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. It 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.

How to Get Started?

- To get started **submit an application**. Once your application is reviewed you will be contacted to schedule and inspection.
- If you need a re-inspection, you do not need to submit a new application. Contact our office to schedule the inspection.

For the Rental License Application:

email your request to:

codecompliance@hagerstownmd.org

or pick-up at: 1 E. Franklin St., Hagerstown, MD

or find online in our Form Center:

hagerstownmd.org/FormCenter

To Schedule a Rental Inspection:

Call: 301-739-8577 x103

or email your request to:

codecompliance@hagerstownmd.org



City of Hagerstown, Maryland
Planning and Code Administration Department
1 East Franklin Street, Suite 300
Hagerstown, MD 21740
codecompliance@hagerstownmd.org
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RENTAL LICENSING PROGRAM

A Guide to Safe, Compliant, and Quality Housing



Why License Rentals?

- Maintain adequate living conditions
- Protect the character and stability of neighborhoods
- Preserve the value of land and property

Is your property Compliant?

Read this brochure to find out more...

Find Out More

Frequently Asked Questions

Q: What is considered a rental property?

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

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

A transfer fee will apply if the new owner does not notify the City within 30 days from the date of transfer in ownership. After 60 days, the new owner must apply for a new license and the \$75 fee will apply.

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

All rental properties must be registered and licensed before a tenant moves into 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?

\$75 per rental unit. Significant late fees are charged once an application is more than 30 days past due.

Q: How do I schedule an inspection?

To schedule an interior inspection, call the Code office at least three business days before a tenant moves in. Our phone number is 301.739.8577 x103. Online requests for interior inspections can be made at hagerstowncode.org. Exterior inspections are done without an appointment and results are sent to the owner/manager.

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

In lieu of a separate City inspection, we may accept a completed and passed Hagerstown Housing Authority initial 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: Is anyone exempt from obtaining a rental license?

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.
- A rental facility that was renovated to (PEP) standards. Exemption applies for four years.

Q: What kind of inspections are required?

There are two kinds of inspections done for rental properties.

- Exterior inspections: performed annually and are designed to ensure a property is maintained to a minimum standard. The focus is both on safety and minimizing any negative effect on neighboring properties. proper ventilation and no electrical hazards.
- Interior inspections: Needed no more often than once every four years and only when there is a tenant turnover. Designed to ensure a minimum safety and health standard, inspections focus on making sure there are properly installed and functioning smoke detectors, adequate means of egress and emergency escape, sufficient ceiling height.

Q: How do I pay for the Rental License?

There are several ways to pay.

- Use the QR Code to pay online. If paying online, a copy of the application with contact information and lead paint numbers are still necessary to complete the process.
- Drop payment off with a copy of the application in the drop box located on the E. Franklin St. side of the building, located at 1 E. Franklin St., Hagerstown, MD.
- Mail application and a check (payable to the City of Hagerstown):
City of Hagerstown
Planning and Code Administration Department
1 E. Franklin St., Suite 300
Hagerstown, Maryland 21740



Q: How do I request a copy of a rental license?

You can request a copy by submitting a request online: <https://www.hagerstownmd.org/FormCenter/Code-Administration-2/Request-Reprint-of-Rental-License-137> There is a \$5 re-print fee.

Q: What should I do if I'm unsure my unit needs an inspection?

Please contact the office:
301-739-8577 x103.

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

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: How does the process of revoking a rental license work?

Working on a point system of accumulated violation history and non-compliance, a rental license can be revoked or denied. A warning notice would be issued and if violations continue to exist the unit would need to be vacated within 60 days.

Q: When will I receive a printed license?

The unit is licensed as soon as we've received a completed registration, including current lead inspection results. We send out printed licenses weekly for all properties registered during the previous week.

Q: Lead Paint Compliance questions?

If your property was built before 1978, for more information, call the Maryland Department of the Environment at 410.537.4199 or 800.776.2706 or email mde.leadreg@maryland.gov.

Still Have Questions?

Call us at: 301-739-8577 x103