



CITY OF HAGERSTOWN, MARYLAND

ONE EAST FRANKLIN ST., HAGERSTOWN MD 21740

301-790-4163 EXT. 103

Due Upon Receipt

APPLICATION FOR RENTAL LICENSE

APPLICANT 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:

For information about the Rental Licensing Program please see www.hagerstowncode.org and click on "Rental Licensing"

RESIDENT AGENT

(if applicant is a corporation or LLC)

Name: _____

Address: _____

Primary Phone #: _____

Secondary Phone #: _____

Fax #: _____

Email: _____

EMERGENCY CONTACT

(if different from applicant)

Name: _____

Primary Phone #: _____

Secondary Phone #: _____

Fax #: _____

Email: _____

DESIGNATED AGENT

(person who manages building)

If different than applicant listed above, please check box and fill in below.

Name: _____

Address: _____

Primary Phone #: _____

Secondary Phone #: _____

Fax #: _____

Email: _____

Number of Residential Rental Units: _____ units

x \$75.00

ANNUAL LICENSING FEE

(License year is July 1 to June 30)

Total Due: _____

Complete & return

Form will be returned if second page is not completed

**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 (Check the appropriate box)

- 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 www.MDE.state.md.us 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:

LEAD PAINT CERTIFICATE NUMBER(S)	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 Code Administration Office within 10 days of the change.

Owner's/Agent signature

Date

Print Name of Person Signing