

A Guide to the Pocomoke City Rental License and Inspection Program, Maryland

Rental License Application Process

Rental licenses are required when a property is listed as non-owner occupied and that may be offered for rent, regardless of the length of the rental term. This applies to properties located within Pocomoke City only and does not include any property outside of municipal boundaries.

Upon receipt and acceptance of a rental license application, the applicant will be furnished a copy of minimum code requirements based on the ICC 2021 International Property Maintenance Code and other relevant standards associated with the Maryland Building Code Performance Standards.

The following information outlines the submittal requirements and information that staff will review for each license request. A property owner with multiple rentals shall be required to submit a rental license application for each property.

Submittal requirements:

The Department shall accept a request for a rental license either in person or via mail when a complete package containing all required information has been provided. Each submittal shall include:

1. The Rental License Application form, as well as the Owner Acknowledgement and Signature sheet. Please contact the Department if you have questions on the types of licenses and what may apply to your rental scenario. **See Attachment A and B.**
2. A site plan of the property clearly showing any existing structures or outdoor areas of the property that are available for use by those renting the building or portion of the building including the area designated for off-street parking.
3. For building or structures or portions thereof available for rent, the applicant shall submit a floor plan clearly showing and labeling the sizes and use of all rooms and areas in the structure. The floor plan shall identify bedrooms and the maximum number of persons permitted in each sleeping room. In addition, the applicant shall indicate the maximum number of persons permitted to occupy the structure.
4. A copy of the standard lease agreement and a copy of any house rules for renters, if applicable. Where the total number of occupants are listed in the lease agreement; staff will verify that this quantity is consistent with the occupancy limitations prior to approval. Where there is an inconsistency, you may be requested to revise the rental agreement or lease prior to approval of the license.
5. The applicable license fee made payable to "City of Pocomoke City". If you are not applying in person, please contact the office so that staff can assist you in determining the appropriate fee. The City shall prepare an invoice prior to making payment.
6. A copy of the current Lead Registration with the Maryland Department of the Environment. Residential rental properties built before 1978 are required to be registered and then renewed annually with Maryland Department of the Environment. Residential rental properties built after 1977 and properties that have a passing Lead Free inspection certificate are exempt. On or after January 1, 2015,

all properties built prior to 1978 must have a new lead inspection certificate at each change of occupancy. See the following website link:

<https://mde.maryland.gov/programs/Land/LeadPoisoningPrevention/Pages/LeadRegistration.aspx>

7. Any other information deemed necessary by the Department to ensure compliance with the terms of this title and Applicable Law

Staff will examine all of the documentation as part of the rental license review process. A license will not be issued immediately; please understand that it may take several days to process.

Review Process and Grace Period

A grace period of may be allowed in order for the applicant to bring the property into compliance. An initial inspection shall be conducted at any time during the grace period. The applicant may also request a final inspection at any time during the grace period. At the end of the grace period a final inspection will be conducted to determine compliance. Upon verification that the structure meets code requirements, a valid rental license shall be issued. During this grace period, the owner may continue to rent this dwelling provided no major health and safety code violations exists.

As part of the review process, Staff will verify that the number of sleeping accommodations identified on the application are consistent with the number of sleeping accommodations approved by the City. A formal determination of the maximum permitted occupancy shall be made by the Department, and such occupancy will be reflected on the issued rental license.

In addition, Staff will also examine the property records to verify that there are no open permits or potentially unpermitted structures. Any past due fines or liens owed to the City shall be cause for delay or denial of any rental license. Any documented items will be required to be addressed prior to the issuance of a rental license.

Once your license has been issued:

The License shall be made available upon request to both tenants and City personnel upon inspection. Please keep in mind that any form of advertisement for the rental property must contain the valid rental license number as issued by the Department.

The property owner shall be responsible for the maintenance of the property. This includes keeping it free from trash, debris, tall grass, and other public health- or nuisance-related items. In addition, all properties shall conform to the limitations and restrictions contained in the Zoning and Subdivision Codes or other City Code requirements for the zoning district in which the property is located. The property owner is responsible for compliance with any recorded or unrecorded deed restrictions, private or restrictive covenants, or architectural guidelines or similar property restrictions that may run with the property as may be required by a homeowner or community association or other entity.

Changes to the Property or Rental Terms:

Only those areas, uses and number of residents, boarders or lodgers or any other parameter specifically mentioned in the rental license shall be permitted. Should the property owner for which a rental license has been issued wish to expand, alter or otherwise modify the licensed premises, a rental license

modification shall be processed in conjunction with the issuance of a Certificate of Use and Occupancy for the building or zoning permit, as applicable.

When a property is transferred, the new property owner must obtain a new rental license through the Department. Licenses are non-transferrable and fees are not prorated.

Renewal:

A rental license is valid for one (1) year from the date of issuance. An application for renewal shall be required to be submitted a minimum of thirty (30) days prior to expiration. If the license expires, the property shall not be rented or advertised for rent until a new license is obtained.

If you have any questions, please contact the Department at (410) 957-1333, ext. 110.

Rental License Application and Renewal Fee: \$75.00 per rental unit.

The application fee shall cover the cost of the initial and final inspection by city designated personnel. An additional inspection fee beyond the two initial inspections shall be \$ \$50.00 per inspection.

Failure to Renew License Fee: \$ \$50.00 in addition to the License Fee.

Violation of Terms of the Rental License:

- \$ \$150.00 (1st Violation Notice and failure to comply within 30 days).
- \$ \$500.00 (2nd Violation Notice and failure to comply with 30 days).
- \$ \$500.00 fine shall be issued for every thirty days of non-compliance beyond two violation notices.