

Attachment A

OFFICE USE ONLY:

Rental License ID _____

License Application Fee: _____

Date Applied For: _____

Date Issued: _____

City of Pocomoke City Rental License Application Form

Each property that is offered for rent, regardless of the length of the rental term, shall apply for and obtain a rental license. Rental licenses shall only be issued to the property owner, though a rental agent or property manager may be listed.

If ownership is in the form of an LLC, corporation, partnership, or other form, a principal contact shall be provided. A separate license is required for each individual property. For a property with multiple rentals, one registration form is required but each rental unit must be identified and listed. Fees apply to each rental unit. Applicant shall attach a current copy of the Maryland State Department of Taxation (SDAT) information sheet to the application. If the SDAT sheet is not up-to-date with respect to ownership, the applicant shall furnish proof of ownership.

All Owners or Designated Property Managers must be available 24 hours a day during any property rental period.

IDENTIFY NATURE OF RENTAL:

_____ Single Family Dwelling

_____ Two-Family Dwelling

_____ Three Family Dwelling

_____ More than three dwelling units in a single structure

_____ Multiple rentals in an apartment complex or property. If multiple rentals, attach a separate information sheet listing the rentals and identification references, i.e. Unit A or Unit 102, etc.

Name of Apartment Complex: _____

LOCATION OF PROPERTY:

Physical Address: _____

Tax Map: _____ Parcel: _____ Section: _____ Block: _____ Lot: _____ Unit: _____

Other Legal Description: _____

Property Account Identifier - District: _____ Account Number: _____

Subdivision Name or name of property: _____

PROPERTY OWNER CONTACT INFORMATION (Please Print Legibly)

Owner's Name: _____

Ownership Name if not an individual: _____

Mailing Address of Owner: _____

Contact Information of Owner

Daytime Phone: _____

Valid Email Address: _____

Do you prefer to receive licenses, bills and renewals via email (Yes ____ No ____)

PRINCIPAL CONTACT/ PROPERTY MANAGER OR RESIDENT AGENT CONTACT INFORMATION (Please Print Legibly)

Principal Contact (if different from Owner) _____

Mailing Address of Principal Contact: _____

Contact Information of Principal Contact

Daytime Phone: _____

Valid Email Address: _____

INFORMATION TO BE PROVIDED WITH THIS APPLICATION:

_____ This Rental License Application form, as well as the Owner Acknowledgement and Signature sheet.

_____ 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.

_____ 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.

_____ 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.

- The property owner shall maintain a record of the names of all lodgers, including their mailing address, phone number and email address as applicable, as well as the dates of lodging. Such record shall be provided to the City upon request.
- No modifications shall be made which shall change the functionality, appearance or principal design of the structure as an individual dwelling unit.

_____ 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.

City of Pocomoke City

Owner's Acknowledgement and Signature Sheet

Please print this sheet and read through the general information pertaining to your application for a rental license. Once complete, sign and notarize the form on the second page. Please return a copy of the signature page to the Department with your completed application. Please keep a copy for your records.

GENERAL INFORMATION:

1. Fees are due upon submission of an application for a rental license and the issuance of an invoice. Application fees are non-refundable. There shall be no refunds of any license fees for the unused portion of the license term, or for unissued rental licenses when applied by contract purchasers prior to property settlement in the event the property transfer does not occur.
2. Any form of advertisement for the rental property must contain the valid rental license number as issued by the Department.
3. Once the rental license has been issued, you are advised to prominently display it on the premises. It shall be available to the lessee as well as City personnel upon inspection.
4. Rental Licenses are NON-TRANSFERRABLE. Any issued rental license shall expire on the day that the property is transferred. A new rental license shall be obtained by the new property owner of record.
5. Only those areas, uses, number of permitted occupants or any other parameter specifically mentioned in the rental license shall be permitted.
6. Any expansion, alteration or modification to the property will require a rental application to be submitted for the changes, in conjunction with any building or zoning permit, if applicable. Additionally, all properties used for the rental purposes described herein shall conform to the limitations and restrictions contained in the Zoning and Subdivision Code or other applicable codes. The property is governed by the International Code Council (ICC) 2021 Property Maintenance Code and other applicable codes as may be adopted from time to time by the City or State of Maryland Department of Labor, the Maryland Building Performance Standards (MBPS). For further information on State of Maryland Building Code requirements go to:

<https://www.dllr.state.md.us/labor/build/buildcodeseffdates.shtml>

7. Upon request, and upon property notification, staff of the Department or any public safety or law enforcement agency or department shall have the right to enter the licensed premises in order to inspect such license and such premises covered by the license at any time during the license period.
8. All licenses are issued to the property owner of record, and are valid for one (1) year from the date of issuance as shown on the rental license, or shall expire on the day that the property is transferred by date of recordation of deed.
9. All requests for license renewals shall be made not less than sixty (60) days prior to the expiration of the license. If the request for renewal is not received at least thirty (30) days prior to the license expiration, it will be treated as a new application and shall comply with all initial application requirements. If a rental license expires without being renewed as provided herein, the property shall not be used for rental purposes described by this section until a new license application is submitted, approved and issued.

The property owner hereby certifies under penalty of perjury as follows:

- 1) that he/she is authorized to make this application for a rental license;
- 2) that all information provided, whether on an original application or on an application for a revision or renewal, is true and correct, including all information on any attachments hereto;
- 3) that he/she will comply with all regulations of the City of Pocomoke City which are applicable hereto;
- 4) that any misrepresentation or misstatement of facts or any change without approval shall constitute grounds for denial and/or revocation of the rental license; and
- 5) that he/she grants County officials the right to enter onto the property for the purpose of inspecting the licensed premises.

Printed Name Property Owner: _____

Signature of Property Owner: _____ Date: _____

STATE OF _____, _____ COUNTY TO WIT: (Owner)

On this _____ day of _____, 20____, before me, a Notary Public in and for the State and Country aforesaid, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

AS WITNESS my hand and official seal.

Notary Public

My Commission Expires: _____