

**FOR OFFICE USE ONLY**

Receipt Date \_\_\_\_\_

Payment Amt \$ \_\_\_\_\_

License # \_\_\_\_\_

Expiration Date \_\_\_\_\_



**APPLICATION**

*City of Westminster*

*56 W. Main St*

*Westminster, MD 21157*

*P: 410-848-9000 F: 410-857-7476*

THE FOLLOWING MUST BE RETURNED TOGETHER FOR AN APPLICATION TO BE CONSIDERED COMPLETE: (1) An Application with all information printed, typed, checked or circled as appropriate. (2) Applicable lead inspection certificate(s) for each unit. (3) Check payable to "City of Westminster" in the amount of rental license fee(s) due. Signatures must be original. Incomplete, unpaid or unsigned Application forms will be returned and the unit(s) will not be issued a license.

**FEES:** (Make checks payable to "City of Westminster" and mail to above address)

The Rental License Fee is \$20 per unit if paid prior to July 1<sup>st</sup>; \$30 per unit if paid prior to August 1<sup>st</sup>; \$50 per unit if paid prior to September 1<sup>st</sup>. Rental License fees paid after September 1<sup>st</sup> include higher fees. Contact the City of Westminster for further information. The amount of the Rental License Fee depends on the date the Application is received by the City of Westminster Rental Housing Licensing Program. There is no charge for making changes in information on an existing License.

Type of Application: (check all that apply)

New

Renewal

Change in:  Property Owner Information

Property Agent Information

**Section 1: RENTAL PROPERTY / DWELLING UNIT INFORMATION (No P.O. Boxes accepted)**

Rental Property Address \_\_\_\_\_ Unit/Apt# \_\_\_\_\_ Zip Code \_\_\_\_\_

\*If four (4) or more units/apartments at the same address, use continuation sheet. Reproduce continuation sheet as needed.

Tax Account No. \_\_\_\_\_ Year built \_\_\_\_\_ City Section 8 Housing?  Y  N

**Section 2: PROPERTY OWNER INFORMATION**

Owner Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone# \_\_\_\_\_

Property Owner Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Owner Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Section 3: PROPERTY AGENT INFORMATION**

Westminster City Code requires that all owners of rental properties have a designated agent if the owner resides more than 50 miles from the Westminster City Limits. Agents must be available within an hour of notice and be available 24 hours a day.

Property Manager Name \_\_\_\_\_

Property Manager Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Manager Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Section 4: LEAD PAINT ABATEMENT CHECKLIST (Must be completed)**

**Maryland law requires all owners of rental properties to comply with State Lead Poisoning Prevention Requirements.**

-All owners must provide the following information before a Rental Housing License Application is accepted to operate as a rental unit within the City of Westminster. Additional information regarding lead poisoning prevention and compliance can be obtained from the Maryland Department of Environment website at [www.mde.state.md.us](http://www.mde.state.md.us) or by calling 410-537-4199 or 1-800-633-6101.

-Photocopies of inspection certificates must be mailed with this Rental Housing License Application for those units built before January 1, 1978.

1. Was the rental unit built prior to January 1, 1978?  Y  N Year of construction \_\_\_\_\_

\*If you answered yes to question #1 then please answer the next question.

2. Lead Certificate # for CURRENT tenant \_\_\_\_\_ MDE Tracking # \_\_\_\_\_

**Section 5: CERTIFICATIONS**

**Owners Certification:**

I hereby certify and agree as follows: (1) that I am the owner of the subject property or the duly authorized agent of the owner; (2) I have read all of the information set forth herein; (3) that the license, if issued, may be declared void should it be discovered that the information contained in the Application is false; and (4) I will comply with the City of Westminster Property Maintenance Code (City Code, Chapter 119), the Charter of the City of Westminster and all applicable provisions of the Code of the City of Westminster, all of which I understand are applicable to the rental of my property. I also understand that if there are any changes in property ownership, owner address, or Property Agent or owner contact information that I must notify the City of Westminster within ten days of the change. It is a violation of the City Code for any property owner to offer any unit for rent or to allow any rental unit to be occupied without first obtaining a Rental License. Failure to comply with the Rental Licensing requirements of the City Code constitutes a municipal infraction, subject to the fines and penalties set forth in the City Code.

**CHECK ONE:**

(a) \_\_\_\_\_ I agree and consent to inspections by the City Code Enforcement Inspector to determine whether the property is in compliance with the City Property Maintenance Code, the City Charter and applicable provisions of the City Code, if the City receives a complaint concerning the property, and the City may make an appointment with me, my property agent, or a tenant for such purpose.

(b) \_\_\_\_\_ I request that the City obtain an administrative search warrant prior to entering my property for inspection purposes in connection with any rental license issued in connection with this application, unless a tenant has requested an inspection by a code enforcement official and given permission to said official to enter, in which case the code enforcement official may enter the premises without a warrant. This provision does not restrict or limit the right of a public official to enter without a warrant under exigent circumstances to prevent or abate an immediate threat to the public health, safety or welfare.

A Rental Housing License is not required if any of the following conditions exist. Check applicable boxes, sign and return the application to be removed from the database.

\_\_\_\_\_ This address is not a residential dwelling unit.

\_\_\_\_\_ This unit is not being rented.

\_\_\_\_\_ I no longer own this property.

I affirm under the penalties of perjury that the above information is complete and is true to the best of my knowledge, information and belief.

\_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature

**OWNER, DID YOU REMEMBER TO:**

- Sign the Application?**
- Designate a Property Agent in Maryland?**
- Enclose License Fee payable to "City of Westminster"?**
- Enclose photocopy of Lead Inspection Certificate?**