



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
ENFORCEMENT DIVISION
 9400 Peppercorn Place, Suite 600
 Largo, Maryland 20774
 301.883.6168 ♦ FAX: 301.883.6050



SINGLE FAMILY RENTAL LICENSE APPLICATION

PLEASE PRINT CLEARLY. This form **MUST** be signed by the Owner or Agent of the rental facility. A biennial fee of \$75.00 per dwelling unit is due with the application. Only Check or Money Order made payable to "Prince George's County" will be accepted. (See reverse for additional information.)

Rental Property: _____
Street City State ZIP Code

OWNER'S INFORMATION

Owner's Name: _____ Daytime Telephone #: _____
 Telephone #: _____
 Address: _____
Street City State ZIP Code

MANAGEMENT'S INFORMATION

Management's Name: _____ Daytime Telephone #: _____
 Telephone #: _____
 Address: _____
Street City State ZIP Code

Property Manager's Name: _____ Daytime Telephone #: _____
 Tenant's Name: _____ Daytime Telephone #: _____

Is rental property located within a Condominium Association, Cooperative Housing Corporation or Homeowner's Association?
 Yes, Name of Community: _____ No

Certification/evidence from the Condominium Association, Cooperative Housing Corporation or the Homeowner's Association that the dwelling unit does not have a lien for non-payment of Common Ownership Community Fees, and the dwelling unit does not violate any covenants or bylaws **MUST** be provided on their Letterhead. The certification/evidence **MUST** be provided at the time the application is submitted.

Is this property a Housing Choice Voucher (Section 8) property? Yes No
 Is the property currently occupied? Yes No

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

* FOR OFFICE USE ONLY *

Check/Money Order Number: _____
 Clerk's Initials: _____ / Case #: _____

License Fee: \$ _____
 Penalty Fee: \$ _____
 TOTAL FEE: \$ _____

Enforcement Division Approval

 Signature of Inspector Date

 Signature of Supervisor Date

This Receipt Serves as a "Temporary" Single Family Rental License

INFORMATION FOR COMPLETING SINGLE FAMILY RENTAL LICENSE APPLICATION

The information required in the Single Family Rental License Application, **MUST** be accurately and completely given. ***INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL NOT BE RETURNED.***

EXEMPTIONS:

1. If the tenant is the landlord's parent, son, daughter, sibling, grandchild, grandparent, or in-law.
2. If the landlord is an active member of any branch of the United States Armed Forces, Diplomatic Corps or Foreign Service, who maintains the subject property for her or his domicile and permanent residence, or
3. If the landlord has been relocated for employment or education, maintains the subject property as her or his domicile and permanent residence, and the subject property has not been leased for more than two (2) consecutive years.

APPROPRIATE DOCUMENTATION MUST BE SUBMITTED ALONG WITH COMPLETED APPLICATION (FRONT SIDE OF THIS FORM) IN ORDER TO BE CONSIDERED FOR EXEMPTIONS.

Make Sure Application Is Signed and Dated