



RENTAL HOUSING LICENSE APPLICATION

Town of Berwyn Heights | Code Compliance Department

Main Office: 301.474.5000 | Department: 301.513.9331 | Fax: 301.474.5002

Email: code@berwynheightsmd.gov

Application is due at least twenty (20) business days prior to effective date of any lease.

Please submit completed application, current MDE 330 Lead Certificate, and \$300 fee per unit to Code Compliance Office-address above. Check or Money Order made payable to Town of Berwyn Heights. *Credit card payments are accepted only when payment is made in person at the Code Compliance Office Monday-Friday 8:30 a.m.-5:00 p.m. Credit card payments are subject to applicable service fees posted at the time of payment.*

Rental Property Address

Town Rental License #

Year Built

Owner Occupied? Y/N

Last tenant change (ex 01/2020)

Lot No | Block No

Owner(s) Name

Owner(s) Email (**Required**)

Owner(s) Address

City

State

Zip

Owner(s) Contact Telephone Number (1)

Owner(s) Contact Telephone Number (2)

If property owner does not reside within fifty (50) miles of the rental unit, a local agent or property manager is required.

Agent/Property Manager

Agent/Property Manager E-mail (**Required**)

Address

City

State

Zip

Agent/Property Manager Telephone Number

Agent/Property Manager Fax/ Telephone Number 2

Property Details: ☐ Single-Family Dwelling ☐ Multi-Unit Dwelling

#Above Ground Stories _____

Rental Terms: ☐ Long-Term ☐ Short-Term (Air BnB, Vrbo) ☐ Both

Basement? ☐ Yes ☐ No

Basement Tenant Occupied: ☐ Yes ☐ No ☐ n/a

Basement has kitchen/kitchenette: ☐ Yes ☐ No ☐ n/a

Total # Bedrooms: _____

#Above Ground Bedrooms _____

#Basement Bedrooms _____

*Each basement bedroom must have an Egress Window. Window is Egress if it has **ALL** the following: A minimum width of opening of 20 in; A minimum height of opening of 24 in; A minimum net clear opening (the actual opening through which a person would crawl) of 5.7 sqft; A sill height no higher than 44 in. above the floor; A window-well floor space of 9 sqft with minimum dimensions of 36 in wide and long; A permanent ladder or steps if the window well depth is more than 44 in. **I have read and understand the Egress Windows requirements. Basement bedrooms at this property have appropriate Egress Window** ☐ YES ☐ NO ☐ n/a*

Energy Source: ☐ Gas ☐ Electric ☐ Gas and Electric ☐ Propane ☐ Other _____

Smoke Detector Type Check all that apply:

☐ 10 year Sealed in Battery Powered ☐ Manual Battery Powered ☐ Hard-Wired ☐ Smoke/ CO Combo

Smoke Detectors are required in each bedroom. Additionally, a Smoke Detector is required on each level in a common area (e.g., hallway, living room). Battery - operated smoke detectors that are more than 10 years old (see manufacturer date on back of alarm) must be replaced with a long- life, 10-year sealed-in battery detector. All detectors must be more than 10 years old in compliance with the Public Safety Article of the Maryland Annotated Code. Carbon monoxide detectors are required on each floor level, including basements, of any dwelling with fossil fuel burning heater or appliance, a gas or wood burning fireplace, or an attached garage.

MDE Lead Tracking/ Registration Number _____

Lead Certificate Information Check all that apply:

☐ MDE 330 Included ☐ Previously Certified Lead Free; Included ☐ Property Built After 1978
☐ Current tenants same as during most recent lead inspection ☐ Owner lives at property; certificate not required.

Tenant Information.

Number of tenants: Adults Children

Please provide names of all tenants, 18 years of age and older

Tenant Name: _____	Tenant Name: _____
Tenant Name: _____	Tenant Name: _____
Tenant Name: _____	Tenant Name: _____
Tenant Name: _____	Tenant Name: _____

All rental units are subject to inspection to determine compliance with the Town of Berwyn Heights' Ordinances and as a condition of the rental license pursuant to Ordinance 120. The applicant acknowledges and agrees that by conducting inspections of rental units, the Town does not assume any responsibility to individual property owners or tenants to ensure or warrant the suitability or fitness of a rental unit for habitation or its compliance with any particular housing standards or regulations, nor does the Town assume any liability for any failure of the rental unit to meet such standards or regulations. The Town will provide at least ten (10) business days' notice prior to any scheduled interior inspection unless the inspection is necessary to resolve an emergency. Failure to allow entry for such inspections or to prohibit any tenant to allow entry for such inspections shall constitute sufficient reason for the denial or revocation of a rental license.

All property owners are responsible for compliance with all applicable Town Ordinances and any expenses the Town may incur as a result of violations of any Town ordinance. Any unpaid fines or fees the property owner incurs, or fines or fees associated with the property owner's failure to assume responsibility for any violations will be collected in the same manner as delinquent Town taxes.

I, _____ (**Owner, please print**) acknowledge the provisions in the Property Owner/Tenant Responsibilities Form, and I have made this Form available to my tenants. Additionally, I have carefully examined and read this application and know the same is true and correct, and that in renting this dwelling unit(s), all provisions of the Town of Berwyn Heights Code will be complied with whether herein or not.

Property Owner/Agent/Property Manager Signature

Date

[Date Rec'd Check No. Amount	[OFFICE USE ONLY]	License Expiration Date
_____ _____ _____		_____