



TERMINATION OF RENTAL HOUSING

Town of Berwyn Heights | Code Compliance Department

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

Email: code@berwynheightsmd.gov

To request termination of Rental Housing activities and forego Rental Housing License renewal, please complete, and return this form to the Code Compliance Office prior to expiration of current Rental Housing license period.

Rental Property Address

Town Rental License #

License Holder/ Owner Name

Phone Number

Email Address

I, _____, hereby certify that the above-referenced property is no longer a
(Print Name)

Rental Housing Unit in the Town of Berwyn Heights, and there are/will be no tenants at the property as of

_____. I do not wish to continue renting or renew Rental Housing License because the property:
(Date)

☐ **Has been sold**

Date of sale/ settlement: _____
(Date)

☐ **Is now Owner Occupied only. I do not wish to resume renting in the foreseeable future**

☐ **Is vacant or Owner Occupied only, for at least the next 12 months**

I anticipate resuming rental activities by _____
(Date)

☐ **Other**

Please explain: _____

License Holder/ Owner Signature

Date

NOTE: License Requirement and Resuming Rental Activities Policy

Anytime During a 12-month Period– An annual rental license is required for all rental units regardless of the duration for which the property is let for occupancy during a twelve-month (12) period of time. The property owner of every rental unit is required to obtain and maintain a rental license. – Ordinance 120. 4A

Resuming Rental Activities – The property owner or agent shall submit to the Town a completed rental license application not later than twenty (20) business days prior to the effective date of any lease. The property owner or agent shall submit with the application the appropriate fee for the rental license as set by Resolution of the Town Council. Ordinance 120.4C

[Date Rec'd | Rec'd By | Lost | Inactive] [OFFICE USE ONLY] License Expiration Date

_____| _____
