



## APPLICATION FOR RESIDENTIAL RENTAL OPERATING LICENSE

PLEASE PRINT CLEARLY OR TYPE

### Introduction

Regulations from the state of Maryland require all municipalities with Planning & Zoning powers to enact and enforce minimum livability standards. The Town of Federalsburg Mayor and Council, in response to this mandate passed Ordinance No. 2009-09 which created a Rental Housing Program. Under this new program, Owners of rental properties within the town limits of Federalsburg, Maryland 21632 are required to apply for a rental housing license and pay a fee of \$40.00 each calendar year.

Rental units will undergo periodic inspections to assure compliance with Town of Federalsburg livability code, and the International Property Maintenance code (IPMC) and various amendments as approved by the Mayor and Council.

Copies of the IPMC code may be purchased by calling ICC at 1-800-786-4452 or visiting there web site at [www.iccsafe.org](http://www.iccsafe.org).

### Rental License Application

Rental license applications can be picked up at the Town Office or mailed upon request.

Applications may be delivered in person or mailed to:

**118 North Main Street**

**P.O. Box 471**

**Federalsburg, MD 21632**

A \$40.00 license fee is required for each rental unit; each calendar year, however, only one application is required for each building.

For multiple rental units in the same building, each unit number must be listed on the application along with the building number.

“Apartment” should be checked or circled if the rental unit is located within a single family home.

“Complex” should be checked or circled for apartment complexes consisting of multiple buildings or multiple rental units in a single building.

Tax Map, Lot and Parcel information can be obtained from Tax bills. The Town Office may help you with this portion of the application if required.

### Code Enforcement Officer

All inspections will be performed by a Town of Federalsburg Code Enforcement Officer. Authority to issue municipal infractions, condemnation orders and various warnings and notices has been granted to the Code Enforcement Officer by the Mayor and Council of Federalsburg and the 2009 adoption of the International Property Maintenance Code.

The Code Enforcement Officer will schedule Inspections when required.



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**PROPERTY OWNER INFORMATION**

LANDLORD / PROPERTY OWNER \_\_\_\_\_ (NOT THE BUSINESS NAME)  
BUSINESS NAME \_\_\_\_\_ (IF APPLICABLE)  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

**CARETAKER INFORMATION (IF APPLICABLE)**

CARETAKER NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_

**RENTAL PROPERTY INFORMATION**

STREET ADDRESS \_\_\_\_\_  
APARTMENT \_\_\_\_\_ BUILDING COMPLEX \_\_\_\_\_ SINGLE FAMILY HOUSE \_\_\_\_\_  
BUILDING / APARMENT NUMBER \_\_\_\_\_  
UNIT NUMBER(S) \_\_\_\_\_  
TAX MAP \_\_\_\_\_ LOT \_\_\_\_\_ PARCEL \_\_\_\_\_

**MARYLAND DEPARTMENT OF ENVIRONMENT LEAD POISONING PREVENTION**

Maryland State law requires all owners renting residential properties to register the rental property with MDE. If the property was built before January 1, 1950, it is required to be tested for lead paint. Maryland Code, Article 24, Section 19-103.

1. Was the property built before January 1, 1950? \_\_\_ Yes \_\_\_ No Year Built: \_\_\_\_\_

If the answer to Question No.1 is No, do not answer questions 2, 3, & 4.

If the answer to Question No. 1 is Yes, please complete the remaining questions.

2. Is the property registered with MDE? \_\_\_ Yes \_\_\_ No Tracking No. \_\_\_\_\_

If the answer to Question No. 2 is No, contact MDE 1-800-633-6101 to register.

3. Is the registration current? \_\_\_ Yes \_\_\_ No

4. What is the Lead Inspection Certificate No. for current tenancy: \_\_\_\_\_, Please submit a copy of the lead inspection certificate with this application. For more information on this requirement visit [www.mde.state.md.us/lead](http://www.mde.state.md.us/lead).



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I understand that by making this application, the above-property will be subject to the Town of Federalsburg's Rental Housing Program, and that the property shall be subject to periodic inspections by the Town's Code Enforcement Officer or designee to determine compliance with any building code, property maintenance code or minimum livability code within the Town limits. In the event that the property owner and/or tenant do not consent to such an inspection, the Town, its Code Enforcement Officer or designee may apply to a judge of the District Court for Circuit Court for Caroline County for an administrative search warrant to enter the property to conduct any inspection required by law. I understand that the Town will provide me and/or the tenant with at least five (5) days' notice prior to any interior inspection unless the inspection is necessary to prevent or resolve an emergency. Property owner/agent or tenant over the age of eighteen (18) must be present during the inspection. If an inspection is canceled for any reason by the property owner/agent or tenant, a \$100.00 re-inspection fee may be imposed.

\_\_\_\_\_  
 PROPERTY OWNER(S) SIGNATURE      DATE      PROPERTY OWNER(S) SIGNATURE      DATE

Office Use Only	License Number											