



6401 Forest Road | Cheverly, MD 20785  
O) 240.770.7647 | F) 240.770.7647

# Rental License

OFFICE USE ONLY	
FY: 20__	7/1/__ - 6/30/__
Date Paid	
On-line / Cash / CK.#:	
Received by:	

**APPLICATION TYPE: (Check all that apply) \* Must provide copy of County STR license**

**New**    
  **Renewal**    
  **Update Info**    
  **Short-term Rental\***    
  **No Longer Rental**

**Fees: (Make checks payable to "Town of Cheverly")**

**Single Family and Rooms - \$100.00**    
  **Multi-Family/Rooming House - \$100 per Unit**    
 # \_\_\_\_\_

**Application & Certificate for property at: \*\* Required \*\***

Property Address:	APN / SDAT Acct. #	<b>Number of Bedrooms?</b> Above Grade _____ Below Grade _____
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Year Built \_\_\_\_\_ Type of rental:  Single Family Home     Rooms     Multi-Family\* / Rooming House

\* Dwellings must be located in an area zoned for Multi-Family occupancy – All houses in Cheverly are Zoned RSF-65 and may not be used for subdivided.

**Property Owner's Physical Address (May not be a PO Box or the same as the rental property unless renting rooms)**

Owner's Name (As it appears on tax records)

Owner's Address/Principal Office (Corporations, LLC's, etc)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Resident/Property Manager/Resident Agent: (Person/Entity responsible to accept legal process, property operation/maintenance)**

Resident Agent's Name (As listed with State Department of Assessments & Taxation)

Resident Agent's Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Property Manager's Name

Property Manager's Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Tenancy Information: As listed on lease (Not required for Multi-Family\* / Rooming House)**

Tenant's Name

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant's Name

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant's Name

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

The following must be returned together: A completed application (Photo of application is not acceptable) with all information printed, typed, checked, or circled as appropriate. Also, including applicable lead inspection certificate (MDE 330). \* Payment payable to "Town of Cheverly" or a copy of an on-line payment receipt. Incomplete or applications without proof of payment will not be processed; checks or on-line payment without applications will be rejected after 5 days.

## Maryland Department of the Environment Lead Poisoning Prevention Compliance

Pursuant to Title 1, Subtitle 5 of the Local Government Article, before a local government authorizes or certifies residential property to be rented or leased, the owner of the residential property shall state in writing to the local government under penalty of perjury that the rental unit follows the Maryland Lead Laws by providing the following documentation of compliance:

(For more information on the Maryland Lead Laws, please contact the Maryland Department of the Environment ("MDE") at 410-537-4199 or visit MDE website <https://mde.maryland.gov/lead>)

**\*\*\* Compliance with this section is required for all Dwelling being rented or renting rooms if built before 1978.**

1. Is the residential rental property built prior to 1978? Yes  No

**If answer to #1 is "NO," proceed next section.**

2. If "Yes" to #1 above, has the property been registered with MDE for current year? Yes  No

3. What is your MDE Registration Tracking Number?

4. When did the current tenant(s) move into the rental property? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

5. Provide the most recent Lead Inspection Certificate Number for the current tenancy as required under the Environment Article.

**Please note:** You must obtain a new certificate indicating that the property meets a risk reduction standard upon each change in occupancy for all residential rental properties built prior to 1978.

Copy of Certificate attached Yes  No

I hereby certify under the penalties of perjury that the above information is true and accurate.

\_\_\_\_\_  
Owner/Agent Name (Print)

\_\_\_\_\_  
Signature of Owner and/or Agent

\_\_\_\_\_  
Date

### Agreement/Disclaimer

I, \_\_\_\_\_, the legal owner (or authorized agent) of the dwelling identified above, do hereby apply for a license to rent out the above dwelling unit in the Town of Cheverly, Maryland

I understand that by this application, I give permission for inspection of the property to determine if it is in compliance with Chapter 5 of the Cheverly Town Code\*. This inspection may be performed without obtaining any further permission or judicial warrant, except that the Town shall provide me and/or my tenant at least ten (10) days notice prior to any interior inspection; unless the inspection is necessary to prevent or resolve any emergency. Failure to allow entry for an inspection, or failure to require a tenant to allow entry for an inspection, shall constitute sufficient reason for the denial or revocation of the Rental License.

\_\_\_\_\_  
Signature of Owner and/or Agent

\_\_\_\_\_  
Date

\* NOTE: online link to town code can be found at town website: [cheverly-md.gov](http://cheverly-md.gov)

**Upon signature of Town Administrator, or their agent, below, this application shall serve as your Rental License, (pending inspection), as provided by the Town of Cheverly.**

\_\_\_\_\_  
Town Administrator (or agent)