RENTAL HOUSING APPLICATION

2022-2023

Town of Manchester
3337 Victory Street
P.O. Box 830
Manchester, Md 21102
410-239-3200

THE FOLLOWING MUST BE RETURNED TOGETHER FOR AN APPLICATION TO BE CONSIDERED COMPLETE: (1) Application with all information completed. (2) Applicable Lead inspection certificate(s) for each unit. (3) Check payable to "Town of Manchester" in the amount of rental license fee(s) due. Signatures must be original. Incomplete, unpaid, or unsigned applications will be returned and the unit(s) will not be issued a license.

*Fees : The Rental License fee is $100 per unit if paid within thirty (30) days. $125 per unit if paid within thirty (31) to sixty (60) days, $150 per unit (61) to (90) days, after 90 days $200 per unit will be charged. There is no charge for making changes in information on an existing license. Make check payable to "Town of Manchester ". This license is a (2) two year license and will expire 12/31/23.

RENTAL PROPERTY ADDRESS:

Our records indicate that this property is a residence and this property is being rented by the property owner. If the property is not being rented, please fill out the Section I

Section I: Exemption:

If any of the statements below are true, you are exempt and do not need to license the property or pay the fee. Check all that apply.

_____ **No one is living at this property**
_____ **No one is renting this property**
_____ **I am renting this property to a family member and I am not charging them rent**

I do solemnly declare or affirm under penalty of perjury that this property is not a rental property and that the above is true.

_____   _____
Owner's Signature   **Date**

If you are renting the property, please fill out the remainder of the application and return with appropriate fee and documents.

Choose One: _____ **Multi-Family Dwelling**   _____ **Single Family Dwelling**

NUMBER OF UNITS: [   ]

Please state the name of the tenant for each residential unit. (If more than 4 units use continuation sheet)

Unit #1: [   ]   Unit #2: [   ]

Unit #3: [   ]   Unit #4: [   ]

Section II: Owner Information:

PROPERTY OWNER: [   ]

OWNERS MAILING ADDRESS: [   ]

CITY: [   ]   **STATE:** [   ]   **ZIP:** [   ]

HOME PHONE # [   ]   **CELL PHONE#** [   ]

EMAIL: [   ]

Section III: Property Agent Information:

Manchester Town Code requires all owners of rental properties have a designated agent if the owner resides more than 50 miles outside the town limits.

AGENT NAME:

MAILING ADDRESS:

CITY: **STATE:**   **ZIP:**

HOME PHONE #   **CELL PHONE#**

Section IV: Fees***:

Number of Dwelling Units: **FeeEnclosed:**

****Fees : The Rental License fee is $200 per unit if paid within thirty (30) days. $250 per unit if paid within thirty (30) to sixty (60) days and , $300 per unit if paid beyond sixty (60) days. There is no charge for making changes in information on an existing license. Make check payable to "Town of Manchester ". This license will expire December 31, 2023.*

Section V: MDE Lead Poisoning Prevention Requirements:

All owners must provide the following information before a Rental Housing License Application is accepted to operate as a rental unit within the Town of Manchester. Additional information regarding lead poisoning prevention and compliance can be obtained from the Maryland Department of the Environment website at www.mde.state.md.us or by calling 410-537-4199 or 1-800-633-6101.

Photocopies of inspection certificates must be mailed with this Rental Housing License Application for those units built before January 1, 1978.

1. Was the rental unit built prior to January 1, 1978   Y   N   Year of Construction
* If you answered yes to question #1, please answer the following questions 2 through 4.

2. Is this unit registered with MDE?   Y   N   MDE Tracking #
* If you answered No, contact MDE to complete the appropriate lead testing process for your unit.

3. Is your MDE registration current with MDE and all fees paid?   Y   N
* If no, please contact MDE tor registration requirements.

4. Lead Certificate # for CURRENT tenant:

Section VI: Owners Certification

I hereby certify and agree as follows (1) that I am the owner or the duly authorized agent of the owner to make this application; (2) that I will comply with the Town of Manchester Rental Housing Code (Chapter 161) and Town of Manchester Property Maintenance (Chapter 147) and all applicable provisions of the code of the Town of Manchester, all of which are applicable to the rental of my property. (3) It is a violation of the Code for any property owner to offer any unit for rent or allow any rental unit to be occupied without a valid Rental License. Failure to comply with the Rental Licensing requirements of the Town Code constitutes a municipal infraction, subject to fines and penalties set forth in the Town of Manchester Code.

_____   _____
    Owner's Signature   **Date**