



RENTAL LICENSE APPLICATION **PROPERTY OWNER ACKNOWLEDGEMENT AND SIGNATURE SHEET**

Please read through the general information pertaining to your application for a rental license. Once complete, sign the form on the second page. Please return a copy of the form to the Department with your completed application or upload a copy when applying online. Please keep a copy for your records.

GENERAL INFORMATION:

- Fees are due upon submission of an application for a rental license and are non-refundable. There shall be no refunds of any license fees for the unused portion of the license term, or for unissued rental licenses when applied by contract purchasers prior to property settlement in the event the property transfer does not occur.
- Rental Licenses are **NON-TRANSFERRABLE**. Any issued rental license shall expire on the day that the property is transferred. A new rental license shall be obtained by the new property owner of record.
- Any form of advertisement must contain the valid rental license number as issued by the Department. The customer identification number provided to you as part of the application process shall not be deemed to be the official rental license number.
- Once the rental license has been issued, please prominently display it on the premises. This location may be the foyer or other common room in a dwelling, the lobby of a motel or hotel, or other visible location.
- Only those areas, uses, number of permitted occupants or any other parameter specifically mentioned in the rental license shall be permitted. Children count as one person.
- Any expansion, alteration or modification to the premises will require a license modification to be submitted for the changes, in conjunction with any building or zoning permit, if applicable. Additionally, all properties used for the rental purposes described herein shall conform to the limitations and restrictions contained in the Zoning and Subdivision Control Article for the zoning district in which the property is located and the terms of the Building Regulations Article, Title 3 Property Maintenance Standards, Subtitle I Rental Housing Code, of the Code of Public Local Laws.
- Upon request, staff of the Department or any public safety or law enforcement agency or department shall have the right to enter the licensed premises to inspect such license and such premises covered by the license to verify compliance at reasonable hours during the license period.

Expiration: All licenses are issued to the property owner of record and are valid for **one (1) year** from the date of issuance as shown on the rental license or shall expire on the day that the property is transferred. All requests for license renewals shall be made **not less than sixty (60) days** prior to the expiration of the license. If the request for renewal is not received at least sixty days prior to the license expiration, it will be treated as a new application and shall comply with all initial application requirements. If a rental license expires without being renewed as provided herein, the property shall not be used for rental purposes described by this section until a new license application is submitted, approved and issued.

The property owner hereby certifies under penalty of perjury as follows:

1) that he/she is authorized to make this application for a rental license; 2) that all information provided, whether on an original application or on an application for a revision or renewal, is true and correct, including all information on any attachments hereto; 3) that he/she will comply with all regulations of Worcester County which are applicable hereto; 4) that any misrepresentation or misstatement of facts or any change without approval shall constitute grounds for denial and/or revocation of the rental license; and 5) that he/she grants County officials the right to enter onto the property for the purpose of inspecting the licensed premises.

Signature of Property Owner: _____ Date: _____

Subject Property Address: _____