



MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF THE FIRE MARSHAL AND PERMIT SERVICES

License No.: _____

8103 Sandy Spring Road • Laurel, Maryland 20707-2502
Phone: (301) 725-5300 FAX (301) 490-5068 • Internet: <http://www.laurel.md.us>

CITY OF LAUREL RENTAL LICENSE APPLICATION

- Please print clearly or type. All questions must be answered.
- Completed application **must** be signed by the property owner.
- Property Owners are responsible for property standards.
- Property Owners are responsible for delinquent City fees and fines accrued by tenants.
- Rental License must be renewed annually between July 1st and September 1st.
- An inspection is required prior to the issuance of a rental license. Individual rental properties and rental properties of up to eleven (11) units must be re-inspected every three (3) years. Upon a successful inspection that does not reveal any fire/life safety infractions, the Director may grant the property owner a 1-year inspection extension.
- Rental properties of 12 units and over, a minimum of one-third ($\frac{1}{3}$) of the total units shall be inspected annually. The Director shall determine which units are to be inspected.
- Renting of one (1) guest room by the resident owner to not more than two (2) additional persons not related to the owners' family for not less than six (6) months is permitted as an accessory use. No separate kitchen facility shall be permitted, and the renting resident shall have free use and access of the entire dwelling unit including access and use of the kitchen. A copy of a lease between the resident owner and non-family member(s) for six (6) months or more must be provided to the Department of the Fire Marshal and Permit Services with this application.
- A Rental license is **Non-Transferable**.
- The full fee is due, if the property is rented for **any** portion of the licensing year.
- Payment **must** accompany application.
- Make checks payable to the City of Laurel
- Mail completed application with payment to:

City of Laurel
Department of the Fire Marshal and Permit Services
8103 Sandy Spring Road
Laurel, Maryland 20707

Rental Property Address (Please list Apartment Complex name first if applicable):

Property Owner

Name: _____

Address: _____

E-mail address: _____

Work Phone No.: _____

Home Phone No.: _____

Cell Phone No.: _____

Legal Agent/Management Company

Name: _____

Legal Agent Address: _____

E-mail address: _____

Work Phone No.: _____

Home Phone No.: _____

Cell Phone No.: _____

Owner must assign a Legal Agent to receive legal service of process. Owners residing in Maryland may designate themselves. Owners not residing in Maryland must designate a Legal Agent who resides with the State of Maryland. Owner is legally responsible for compliance with all City Codes and regulations.

- The Legal Agent cannot be the tenant.
- The owner must provide the Legal Agents Maryland address.
- The Legal Agent must sign this application to accept responsibility as agent.

☐ Owner designates self as Legal Agent and resides in the State of Maryland.

☐ Owner designates the person listed below as their Legal Agent who resides in the State of Maryland.

I understand and accept responsibility as Legal Agent for service of legal process.

Legal Agents Signature

Date: _____

Contact Information

Who should be contacted for business purposes, such as annual license renewal?

☐ Property Owner. ☐ Legal Agent or Management Company.

License Fee by Property Type

Single-Family, Townhouse, Plex, Condominium and Apartment Fee: \$40.00 per dwelling unit.

Note: Only one (1) application per address. **Do not** combine multiple properties on this application.

Is the dwelling unit rented in its entirety? ☐ Yes ☐ No

If no, is there a guest room being rented? ☐ Yes ☐ No

If yes, does the property owner/resident owner reside at the property? ☐ Yes ☐ No

Owners Affirmation:

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or Legal Agent/contact information that I **must** notify the City of Laurel Department of the Fire Marshal and Permit Services within in 10 days of the change.

Owner's Signature

Date: _____

(Revised- 8/2023)