



The Jewel of the Chesapeake Bay
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99

North Beach, MD 20714

410.257.9618 | 301.855.6681

www.northbeachmd.org

Rental Property License Application

YOU MAY REACH THE
Town Hall at:

Phone: 443-646-2424 OR
Email: kosbourn@northbeachmd.org

LICENSE FEE: **\$250.00**
(3-Year Fee per unit)

Date Paid: _____
Check/CC: _____

OFFICE USE ONLY

Application Received: _____

License No: _____

Rental Inspection Date: _____

RENTAL PROPERTY INFORMATION

*THIS APPLICATION IS NOT FOR VACATION RENTALS. AN APPLICATION FOR A SPECIAL EXCEPTION FOR A VACATION RENTAL MUST BE REQUESTED FROM THE TOWN HALL AT 443-646-2424 OR [KOSBOURN@NORTHBEACHMD.ORG](mailto:kosbourn@northbeachmd.org)

Rental Street Address _____

Unit # _____ Year Built (Check Property Assessment Record) _____

According to State Assessments, if built prior to 1978, the property must meet the MDE/Lead Compliance regulations. For more information about the MDE Lead Poisoning Prevention please contact MDE or visit <http://www.mde.state.md.us/programs/land/leadpoisoningprevention/Pages/index.aspx>

OWNER INFORMATION

Property Owner(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email Address _____

Address at which you agree to accept notice from the Town, if different from above _____

Emergency Contact Name _____ Emergency Contact Phone # _____

THE TOWN OF NORTH BEACH REQUIRES THAT YOU PROVIDE UPDATED INFORMATION SHOULD YOUR CONTACT INFORMATION AND/OR ADDRESS CHANGE. FAILURE TO PROVIDE UPDATED INFORMATION DOES NOT NEGATE YOUR RESPONSIBILITY FOR THESE REQUIREMENTS.

MANAGEMENT INFORMATION

Do you have someone else managing this property for you? ☐ Yes ☐ No

If yes, please provide contact information below.

Property Manager _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email Address _____



Rental Property License Application

1. The rental license fee is \$250.00 and will be issued for a three-year period.
(Payment must be submitted at time of application. Make check payable to Town of North Beach).
2. There will be one inspection during the three-year licensing period for rentals to be completed within 60 days of application submittal, and when the Code Enforcement Officer deems it necessary as a result of complaints received for substandard conditions. To schedule your inspection, please call the Town Hall at 443-646-2424 or email kosbourn@northbeachmd.org
3. All rental properties are subject to the Town Code, IBC Building Code, International Property Maintenance Code. The North Beach Livability Code has become a part of the Rental Procedures. The Livability Code was adopted and a copy of the code can be viewed on the Town of North Beach website at www.northbeachmd.org, along with other town codes.
4. We will continue to enforce exterior maintenance of properties and make ourselves available for interior review upon request. A yearly rental inspection would not be needed, but each rental must be inspected at least once every three years and an inspection is required before the issuance of the current licenses. Property owners will be held responsible for any violations, fines and fees against the property.
5. **Evictions:** Landlord and/or Property Management Company requirements for evictions are as follows:
 - a. Notify the town of the date of eviction (one week prior).
 - b. Identify to the town that arrangements have been made for removal of items once the required time frame has expired (24 hours).
 - c. Owner is to remove all items after the 24 hour process for evictions. Failure to do so could result in fees and fines, should the town have to make arrangements for removal. (After 24 hours, owner removes all items at their expense. This is not part of bulk pick-up where each item is scheduled in advance on a monthly basis).
6. **Payments for Water and Sewer Billings:** The owner may complete a form indicating that a copy of the Water and Sewer Billing may be sent to the tenant, but all billings are ultimately the owner's responsibility; even if tenant does not pay.
7. Per Article II, Rental Housing License, Section 69-18 Violations and penalties, a penalty of \$50.00 per day will accumulate for each day in violation.
8. This application is for long term rentals only (over 4 months). For short-term rentals, please call 443-646-2424 or email kosbourn@northbeachmd.org for a Special Exception Application for a Vacation Rental.

SUPPLEMENTAL INFORMATION REGARDING THE RENTAL PROPERTY

By making this application, you are giving permission to inspection(s) of the rental property(s) and agree to conform to the Town Codes and Rental Policies and Procedures on the application, describing herein for the purpose of determining compliance to the Rental Housing Code of the Town of North Beach. Further, by signing below, you certify under penalties of perjury that the foregoing information is true to the best of your knowledge, information and belief.

Signature of Owner or Authorized Agent

Date _____

Print or Type Name of Owner or Authorized Agent