



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 FY 2019 thru FY 2021

<p>YOU MAY REACH THE Town Hall at:</p> <p>Phone: 301.855.6681 Email: kosbourn@northbeachmd.org</p>	<p>LICENSE FEE: \$250.00 (3-Year Fee)</p> <p>Date Paid: _____</p> <p>Check/CC: _____</p> <p>A LATE CHARGE WILL BE ASSESSED IF THE APPLICATION IS NOT RECEIVED BY JULY 31, 2018.</p>	<p>OFFICE USE ONLY</p> <p>Application Received: _____</p> <p>License No: _____</p> <p>Rental Inspection Date: _____</p>
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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 301.855.6681 OR INFO@NORTHBEACHMD.ORG

Rental Street Address _____

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

***A PHOTO OF THE FRONT AND REAR OF THE RENTAL PROPERTY NEEDS TO BE ATTACHED TO THIS APPLICATION.**

According to State Assessments, if built prior to 1978, the property must meet the MDE/LeadCompliance 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 _____



2019 - 2021 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, and all newly-licensed rentals will be inspected upon application and issuance of licenses. You must schedule your rental inspection upon receipt of this application. Please call the Town Hall at 301-855-6681 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.
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. **Online Web Payments for Water and Sewer Billings:** The owner can 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. Emergency contact information is required as part of the application process.
8. Calvert County Animal License requirements must be met for each existing and new tenant (form available at Town Hall).
9. **VACATION RENTALS REQUIRE A SPECIAL EXCEPTION APPLICATION. THE APPLICATION MUST BE REQUESTED FROM TOWN HALL BY CALLING 301-855-6681 OR EMAILING info@northbeachmd.org** Compliance with Calvert County Hotel Accommodations Tax is required for all Vacation Rentals. Additional information can be obtained on the Town of North Beach website at www.northbeachmd.org.

SUPPLEMENTAL INFORMATION REGARDING THE RENTAL PROPERTY

By making this application, you are giving permission to inspection(s) of the rental property 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