



**Rental Housing Application
Town of New Windsor
PO Box 609
New Windsor, MD 21776
P: 410-635-6575 F: 410-635-2995**

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

RENTAL PROPERTY ADDRESS:

Our records indicate that this property is a residence and this property is being rented by the property owner. The rental License fee is due June 1st. The fee is \$20 per unit if paid prior to July 31st. **After July 31st, the fee is \$100 per unit per month. If fees are not paid the property will be considered in violation of Town Code Chapter 144 and cannot be legally rented.** The rental license is valid for 2 years after which time a new Application, fees and information are required. If the property is NOT being rented, please fill out Section 1.

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(s). Check all that apply.

- No one is living in the 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 the above is true. If the rental status of this property changes it is my obligation as owner to notify Town Hall.

Owner's Signature

Date

Section II: Property Owner Information

Owners or agent shall reside within 50 miles of Town limits.

Property Owner: _____

Owner Mailing Address: _____

Home Phone: _____

Cell Phone: _____

E mail: _____

Property Agent: _____

Agent Mailing Address: _____

Home Phone: _____ Cell Phone: _____

E mail: _____

Section III: If you are renting the property, please fill out the following:

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 6 units use a continuation sheet)

Unit #1: _____ Unit #2: _____

Unit #3: _____ Unit #4: _____

Unit #5: _____ Unit #6: _____

Section IV: MDE Lead Poisoning Prevention Requirements:

In accordance with State law, 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 New Windsor. 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 toll free 1-800-633-6101.

Photocopies of Inspection certificates must be returned 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 questions 2 – 4.
2. Is this unit registered with MDE? __Y __N MDE Tracking # _____
3. Is your MDE registration current and all fees paid? __Y __N
*If no, please contact MDE for registration requirements.
4. Lead Certificate # for CURRENT tenant _____

Section V: 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 all information provided above is accurate and true to the best of my knowledge.

Owner's Signature

Date

Agent's Signature

Date