

Worcester County, Maryland
One West Market Street,
Room 1201, Government Center
Snow Hill, MD 21863-1070
Phone: (410) 632-1200
Fax: (410) 632-3008



OFFICE USE ONLY:
Customer ID _____
License Application Fee: _____
Date Filed: _____

Rental License Application

Each property that is offered for rent, regardless of the length of the rental term, shall apply for and obtain a rental license. Rental licenses shall only be issued to the property owner, though a rental agent or property manager may be listed. A separate license is required for each individual property.

PROPERTY OWNER CONTACT INFORMATION:

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Do you prefer to receive licenses, bills and renewals via email (Yes/No)? _____

PROPERTY MANAGER OR RESIDENT AGENT CONTACT INFORMATION:

Manager or Resident Agent Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

*All Owners or Property Managers must be available 24 hours a day during any property rental period.

LOCATION OF PROPERTY:

Physical Address: _____

Tax Map: _____ Parcel: _____ Section: _____ Block: _____ Lot: _____ Unit: _____

Property Account Identifier - District: _____ Account Number: _____

Customer ID: _____

RENTAL TYPE (Please check all that apply):

_____ **Class 1:** Short-term rental (28 consecutive days or less)

_____ Entire single-family dwelling

_____ Bedroom(s) within a dwelling with a resident family

_____ **Class 2:** Long-term rental of dwelling

_____ **Class 2A:** greater than 28 consecutive days, but less than four (4) consecutive months

_____ **Class 2B:** greater than four (4) consecutive months

_____ **Class 3:** Long-term rental of a bedroom(s) within a dwelling with a resident family

_____ **Class 4:** Manufactured or mobile home park, No. of Sites or Lots: _____

_____ **Class 5:** Hotel, motel or campground (except co-operative campgrounds)

_____ Campground, No. of Sites: _____

_____ Hotel or Motel, No. of Rooms: _____

_____ **Class 6:** Bed and Breakfast Establishment, No. of Rooms: _____

_____ **Class 7:** Group home or Assisted living facility, single entity owner

_____ **Class 8:** Group home or Assisted living facility, individually owned unit

INFORMATION TO BE PROVIDED WITH THIS APPLICATION:

_____ Copy of the standard lease or rental agreement, and any house rules for renters.

_____ Floor plans (drawn to scale) of all rooms and/or areas available for use by lessee.

_____ Site plan of the property to include outdoor use areas and available off-street parking.

_____ Owner acknowledgement and signature sheet, with notary section completed.

_____ License application fee (non-refundable).

_____ Short-Term Rentals Only: Provide the Short-Term Rental Addendum.

A copy of the Rental License fee schedule broken down by the classes identified above is available on the Department's webpage at <http://www.co.worcester.md.us/departments/drp>. Alternatively, you may call the office at (410) 632-1200 to verify the applicable fee and to obtain answers to any questions you may have relative to the submittal documents. All documentation and fees must be provided prior to the review of the application.



RENTAL LICENSE APPLICATION PROPERTY OWNER ACKNOWLEDGEMENT AND SIGNATURE SHEET

Please print this sheet and read through the general information pertaining to your application for a rental license. Once complete, sign and notarize 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 through Citizen Self Service. Please keep a copy for your records.

GENERAL INFORMATION:

- Fees are due upon submission of an application for a rental license. Application fees 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.
- Any form of advertisement for the rental property 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. It shall be visible to the lessee as well as County personnel upon inspection. This location may be the foyer or other common room in a dwelling, the lobby of a motel or hotel, or other visible location.
- 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.
- Only those areas, uses, number of permitted occupants or any other parameter specifically mentioned in the rental license shall be permitted.
- Any expansion, alteration or modification to the property will require a rental application 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 in order to inspect such license and such premises covered by the license at any time 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: _____

STATE OF _____, _____ COUNTY TO WIT: (Owner)

On this _____ day of _____, 20 __, before me, a Notary Public in and for the State and Country aforesaid, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

AS WITNESS my hand and official seal.

Notary Public
My Commission Expires: _____



RENTAL LICENSE APPLICATION

SHORT-TERM ADDENDUM

A short-term rental is defined as a maximum occupancy of twenty-eight (28) consecutive days or less. If there is the possibility that you would be renting on a short-term basis, you will be required to submit this Addendum with your Rental License Application.

Please print this sheet and read through the general information pertaining to your application for a short-term rental license. Please sign the form at the bottom of the page acknowledging the requirements, and submit it with your completed application. Keep a copy for your records.

GENERAL INFORMATION

- Any dwelling unit or portion thereof that is offered as short-term rentals shall be limited to a single rental contract for any overnight period regardless of the number of sleeping rooms available.
- The occupancy of the dwelling unit or bedrooms available for rent shall be based on the definition of a "bedroom" per the Worcester County Zoning Code, and the calculation provided in §ZS 1-351 Short-term rentals. A formal determination of the maximum permitted occupancy shall be made by the Department and will be reflected on the issued rental license. All rental or lease agreements shall reflect this maximum permitted occupancy.
- Every dwelling unit is required to provide two 10' wide by 20' long parking spaces that are fully accessible; stacking of vehicles shall not count towards the provisions for a parking space. If a building permit for the dwelling unit was submitted to the Department on or after January 1, 2020, an additional parking space shall be provided, for a total of three (3) parking spaces on the subject property. Street parking does not count towards the required parking.
- The property owner shall maintain a record of the names of all lodgers, including their mailing address, phone number and email address as applicable, as well as the dates of lodging. Such record shall be provided to the County upon request.
- The hosting of functions and events of persons other than the authorized lodgers shall be prohibited in association with any short-term rentals, regardless of whether or not any form of compensation or barter has been paid or received.
- No modifications shall be made which shall change the functionality, appearance or principal design of the structure as an individual dwelling unit.

Signature of Property Owner: _____ Date: _____

Subject Property Address: _____