

City of Takoma Park, Maryland
**RENTAL HOUSING LICENSE
CHECK LIST**

The following items must be submitted and/or approved PRIOR to the issuance of a Rental Housing License.

Required by Ordinance	Yes	No	N/A	Date	Verified By
Application Form Completed in its Entirety	<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
Payment of Fees	Rental License Fee	<input type="checkbox"/>	<input type="checkbox"/>		_____
	Re-inspection Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Late Payment Penalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Personal Property Taxes	<input type="checkbox"/>	<input type="checkbox"/>		_____
	Real Property Taxes	<input type="checkbox"/>	<input type="checkbox"/>		_____
	Storm Water Management Fee	<input type="checkbox"/>	<input type="checkbox"/>		_____
Municipal Infraction / Fines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Takoma Park Landlord Certification (after 12/31/03)	<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
Compliance with Orders issued by the following:					
	COLTA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Tree Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Noise Control Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Other Admin Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Annual Rental Report Submitted and Approved	<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
Certification of Compliance Submitted by MC	<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
Change in Type of License Issued	<input type="checkbox"/>	<input type="checkbox"/>	Number of Violations		_____
License Denied	<input type="checkbox"/>	<input type="checkbox"/>	Date Letter Sent		_____
			Date Response Due		_____

Location of Rental Property _____ Ward # _____

Rental License Fee _____ units x \$ _____ per unit fee = \$ _____ fee

Re-Inspection Fee \$ _____ as per Inspection Activity Report

Type of License to Be Issued Annual License No: _____ Date Issued: _____
 Biennial License No: _____ Date Issued: _____
 Six Month License No: _____ Date Issued: _____

Reviewed By: _____ Date: _____

Approved / Denied By: _____ Date: _____

Notes: