

APPLICATION

For the Transfer, Modification or Discontinuation of Rental Housing License

A property owner is required to report changes in the status of a licensed rental facility to the City of Takoma Park within 15 business days of the change. Failure to comply with this requirement is a violation of City Code (*Chapter 6.08.060*) and may result in the issuance of a municipal infraction citation and a fine.

ADDRESS: _____ **LICENSE #** _____

Please check whether you are requesting a transfer, modification or discontinuation of the existing rental license and attach the required documentation. **DO NOT** check more than one type of request. Notice of the action taken by the City in response to your request will be issued within ten business days of the receipt of its submission.

 TRANSFER OF RENTAL HOUSING LICENSE

The property has been sold or the ownership of the property has been transferred to another individual or entity. *HUD Form 1 Settlement Statement* or similar documentation of the sale or transfer must be submitted with this form and the required \$75.00 transfer fee paid and other licensing requirements must be satisfied before the rental license can be transferred.

I am the current owner [_____] / previous owner [_____] of the above described property

 MODIFICATION OF EXISTING RENTAL LICENSE

Reduction in the Number of Rental units:

The number of rental units noted on the current rental license has decreased due to one of the following actions. (Check only ONE of the following.)

- One or more units in the building have been sold (applies to condominium units only).
- One or more units have been condemned and are no longer available for rent.
- The owner is occupying one or more of the rental units.
- The rental facility has been renovated resulting in the loss of one or more rental units.

Total number of rental units remaining after change: _____

Increase in the Number of Rental units:

The number of rental units noted on the current rental license has increased due one of the following actions.

- The owner is no longer occupying one or more of the rental units.
- The rental facility has been renovated resulting in the increase of one or more rental units

Total number of added rental units: _____ Unit Number(s): _____

Prior to the issuance of a modified rental license, the rental facility must be inspected by the City or its representative. Please contact the Code Enforcement Division at 301.891.7119 to schedule an inspection. Additional documentation may be requested.

DISCONTINUATION OF RENTAL LICENSE

Rental housing license should be discontinued. (Check only ONE of the following.)

___ **Property has been sold.** Please submit copy of closing documents or other verification of sale.

___ **Rental facility is currently occupied by the property owner.** To verify that the property is occupied by the owner and no longer available for rent, supporting documentation such as verification of your *Homestead Tax Credit*, Maryland drivers license, voter registration card, or similar documentation must be submitted with this form.

___ **Rental facility is not habitable.** To verify that the rental facility is no longer habitable, it must be inspected by the City or its representative. Please contact the Code Enforcement Division at 301.891.7119 to schedule an inspection.

___ **Rental facility is vacant and no longer available for rent.** To verify that the facility is vacant and no longer available for rent, it must be inspected by the City or its representative. The inspector may require the removal of all cooking facilities from the discontinued unit(s). Please contact the Code Enforcement Division at 301.891.7119 to schedule an inspection. Additional documentation may be requested.

Property Owner Certification and Acknowledgment

I hereby certify that I am the current owner [___] / previous owner [___] of the above described property and that the information provided herein is true and accurately reflects the rental status of the facility and the individual units located within the facility. I acknowledge that, if my request to modify or discontinue the rental license is approved by the City of Takoma Park, it is my responsibility to secure a new rental license in the event the property becomes available for rent under my ownership. I understand that failure to obtain the required rental license will result in the issuance of a municipal citation and fine.

Signature: _____ Date _____

Name: _____ Phone (Days): _____

Email Address: _____

Mailing Address: _____

**Please complete this form and return it with required documentation to the
City of Takoma Park Housing and Community Services
7500 Maple Avenue, Takoma Park, MD 20912
FAX at 301.270.4568, or email pattim@takomaparkmd.gov**

HCD Office Use Only

Application Received: _____

Document Review: Documents Provided: _____
Initial Reviewer: _____ Date: _____

Inspection Required: Inspection Report: _____
Assigned Inspector: _____ Date: _____

Final Review: Approved: _____ Denied: _____ Reviewer: _____

Copies Provided to: Finance: _____ DHCA: _____ Housing: _____ Date: _____