

Dear Property Owner;

Re: Constructed Prior to 1978

According to the State Assessments, if your property was constructed before 1978. Due to the construction year, MDE requires your property to be registered and a LEAD FREE Certification to be issued. Other requirements are listed on the MDE website.

<http://www.mde.state.md.us/programs/land/leadpoisoningprevention/Pages/index.aspx>

You may also contact the Maryland Department of the Environment, Lead Poisoning Prevention Program at 410 537-3825 or 1 800 776-2706 for additional information. This link is for a list of lead inspectors.

<http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/InspectorsandContractors/Pages/Programs/LandPrograms/LeadCoordination/inspectorsContractors/index.aspx>

Registration and Certification will need to be submitted with your Rental Property application.

TOWN OF NORTH BEACH



"The Jewel of the Chesapeake Bay"

8916 CHESAPEAKE AVENUE
P.O. BOX 99
NORTH BEACH, MARYLAND 20714
410.257.9618 301.855.6681

Council Members

*Mike Benton
Mickey Hummel
Gregory McNeill
Randy Hummel
Gwen Schiada
Kenneth Wilcox*

Mark R. Frazer, Mayor

www.northbeachmd.org | info@northbeachmd.org

Rental Property License Application FY 2016 thru FY 2018

<p>YOU MAY REACH THE Code Enforcement Officer at: Phone: 410.257.9618 Email: info@northbeachmd.org</p>	<p>FILING FEE: \$150.00 (3-Year Fee) Date Paid: _____ Check/CC: _____ <small>A LATE CHARGE WILL BE ASSESSED IF THE APPLICATION IS NOT RECEIVED BY JUNE 30, 2016.</small></p>	<p>OFFICE USE ONLY Application Received: _____ License No: _____ Rental Inspection Date: _____</p>
---	--	--

RENTAL PROPERTY INFORMATION

*THIS APPLICATION IS NOT FOR VACATION RENTALS. A "VACATION RENTAL APPLICATION" IS REQUIRED AND 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.**

If built prior to 1978, the property must meet the MDE/Lead Compliance regulations. MDE LEAD POISONING PREVENTION. For more information contact MDE or visit <http://www.mde.state.md.us/programs/land/leadpoisoningprevention/Pages/index.aspx>

INFORMATION

Name of 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.

Name of Property Manager _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ Email Address _____

TOWN OF NORTH BEACH



"The Jewel of the Chesapeake Bay"

8916 CHESAPEAKE AVENUE
P.O. BOX 99
NORTH BEACH, MARYLAND 20714
410.257.9618 301.855.6681

Council Members

*Mike Benton
Mickey Hummel
Gregory McNeill
Randy Hummel
Gwen Schiada
Kenneth Wilcox*

Mark R. Frazer, Mayor

www.northbeachmd.org | info@northbeachmd.org

2016 - 2018 Rental Property License Application

1. The rental license fee is \$150.00 and will be issued for a three-year period. (Payment must be submitted at time of application).
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 info@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 PERMIT APPLICATION. THE APPLICATION MUST BE REQUESTED FROM TOWN HALL BY CALLING 301-855-6681 OR EMAILING info@northbeachmd.org** Compliance with Calvert County 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