



GATEWAY TO THE NATION'S CAPITAL  
A UNIQUE EXPERIENCE. DISCOVER US.

# Incorporated Town of Capitol Heights

## RENTAL LICENSE APPLICATION

WHEN COMPLETED, MAIL TO:

**TOWN OF CAPITOL HEIGHTS**  
1 CAPITOL HEIGHTS BLVD CAPITOL  
HEIGHTS MD,20743

USE A SINGLE CHECK OR MONEY ORDER FOR ALL FEES,  
PAYABLE TO "TOWN OF CAPITOL HEIGHTS"

1. Address of Property City State ZIP Code

2. Name of Owner/Operator (First, Last) City State ZIP Code  
3. Owner/Operator's Address ***(P.O. Box not acceptable)***

4. Prince Georges County Rental License Number. 5. Prince Georges County Rental License Expiration Date.

6. Name of Agent *(if applicable)* City State ZIP Code  
7. Agent's Address

8. Contact *(person responsible for receiving communication, violation notices, etc.)*  
 AGENT  OWNER / OPERATOR

9. Contact Daytime Telephone No. 11. Contact E-Mail Address  
Contact Evening Telephone No. 10. Contact FAX No.

12. Name of Occupant Living in Home (First, Last) 13. Contact Daytime Telephone No.

14. Name of Occupant Living in Home (First, Last) 15. Contact Daytime Telephone No.

16. Name of Occupant Living in Home (First, Last) 17. Contact Daytime Telephone No.

18. LICENSE TYPE	LIC. FEE	LIC. CODE	EXPIRATION DATE	LICENSE NUMBER
RENTAL LICENSE OPERATING FEE	\$150.00	12-103	JUNE 30	
RENTAL LICENSE INSPECTION FEE	\$100.00	12-105	JUNE 30	
RE-INSPECTION FEE	\$50.00	12-105	JUNE 30	
<input type="checkbox"/> CHANGE OF REQUIRED INFORMATION	No fee required.			

***If the number of units change in a licensed property or the owner, agent, or address information changes at any time, a new application must be submitted within 30 days. Failure to do so will result in the revocation of the license.***

**IF YOU OWN MORE THAN ONE PROPERTY, PLEASE LIST BELOW:**

**PLEASE BE SURE TO READ AND COMPLETE THE OTHER SIDE OF THE APPLICATION**

**19. Owner/Operator Certification**

I certify that the agent named below has been designated to act as my legal representative with regard to the property listed in Section 1 of this application.

I further certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

Owner's / Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**20. Agent Certification**

I certify that I am the legal agent of the owner(s) in relation to the property listed in Section 1 of this application and that I am empowered to accept service of notices, orders, summonses, etc., in relation to the subject property.

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**21. Lead Paint Disclosure and Certification**

I further certify that the requirements of Reduction of Lead Risk in Housing Act" (Lead Paint Disclosure and Certification), requiring a certification of lead safe or leadfree conditions to new lessees, and written notifications to such lessees, where applicable, have been complied with for each such lease.

Owner's / Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY****22. License Fee Calculation**

## A. Building Complex

1. Total Rental Units\* \_\_\_\_\_ x \$50.00 = \_\_\_\_\_  
 (Maximum Fee: \$ 20,000.00)

## B. Single Family Housing

1. Operating License Fee \_\_\_\_\_ \$150.00 + \_\_\_\_\_  
 2. Inspection Fee \_\_\_\_\_ \$100.00 + \_\_\_\_\_  
 3. Late Fee \_\_\_\_\_ \$50.00 + \_\_\_\_\_

**Total License Fee** = \_\_\_\_\_

Amount Due \$ \_\_\_\_\_

Amount Collected \$ \_\_\_\_\_

Date Collected \_\_\_\_/\_\_\_\_/\_\_\_\_

**Payment Resource: Check one**

\_\_\_\_\_ certified check \_\_\_\_\_ money order \_\_\_\_\_ cash \_\_\_\_\_ online payment

**NOTES:**



# HOUSING INSPECTION/RENTAL LICENSE APPLICATION INSTRUCTIONS

The **Housing Inspection License (12-105)**, also known as a Housing Rental License, is required of any entity that rents any type of housing unit.

Owners/operators of vacant *residential* properties/lots are required to have a **Vacant Property/Lot License (Chapter 14)** for each vacant property/lot.

Most of the questions on the application are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the application.

1. **Address of Property** - Fill in the full address of the property in which licensed activity will take place. Please include ZIP Code.
2. **Name of Owner/Operator** - Full name must be used. Operators of boarding homes, shelters, personal care homes, old age homes, etc., are responsible for getting this license.
3. **Prince George's County Rental License**- Owners of Rental properties located in the Incorporated Town of Capitol Heights are required to obtain rental licenses from the Incorporated Town. You are also required to obtain licenses from both Prince Georges County as well as from the Incorporated Town. Once you have a Prince Georges County Rental License, please provide the ten digits license number located on the front of the license.
4. **Name of Agent** - If the owner/ operator resides outside of Capitol Heights, an agent who resides within the city limits must be designated by the owner/operator. The agent will be responsible to forward notices, orders, or summonses to the owner. Agent qualifications:
  - a) Agent must be a person over the age of eighteen (18) who lives in Prince Georges County or is regularly available at a Prince Georges County address.
  - b) If the agent's address is a business address, a Business License must be registered there.
  - c) There is no requirement that the agent be empowered to do more than forward notices, orders, or summonses to the owner, though further powers may be granted. Compensation to the agent also is not an issue regardless of the limits of their responsibilities.
  - d) An agent terminating their services must give notice to the Town of Capitol Heights, and include in the notice the owner's name and address, the address of the property, and the license number. The owner is required to designate a new agent within thirty (30) days. The owner can designate a new agent at any time

by filling out an amended application with the signature of the new agent. There is no additional charge for a change of agent.

- e) If the owner conforms to all the above standards, the owner can also act as the agent. This includes a principal of a corporation or partnership. An owner who does not live in Capitol Heights and is not regularly available at a Capitol Heights address is not permitted to act as an agent.
  - f) If the rental property was purchased within the last six months, you must provide a settlement sheet or recorded deed.
12. **License Type** - Place an "x" in the box in front of the name of each license applied for. The License Number will be completed by the Administrative Staff.
13. **License Fee Calculation** - To determine the correct fee:
- a) List the total number of rental units, regardless of current occupancy available for rent. Multiply by thirty (30) to give the correct dollar amount. License fees are \$50.00 per unit with a maximum fee of \$20,000.00.
  - b) Total all license fees due on this line.
14. **Owner, Corporation, and Partnership** - Complete with the name, title, and home address of the owner, principals, or partners. Corporate applicants must identify the president, secretary, and treasurer. If one individual serves as multiple or sole officer, this must be stated.
15. **Vacant** – If during your rental period the dwelling becomes vacant, you must register it as a Vacant Building with the Town.

**NOTE: YOU MAY NEED ZONING APPROVAL BEFORE YOU CAN RECEIVE A LICENSE.**

All buildings and other structures in the Town of Capitol Heights must be in compliance with current zoning laws.

Certain alterations to an existing structure may affect its zoning. If you are converting or have converted your building (for example- from a single family to a multifamily dwelling), you will be required to obtain a Building Permit from Prince Georges County & Town of Capitol Heights.

For more information on Zoning or Building Permits [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov)