



**Rental License Application  
Bowie, Maryland Code Compliance**

15901 Excalibur Road, Bowie, MD 20716  
301-809-3008

**Application fee: \$50  
License fee: \$110**

<p><b>LICENSE APPLICATION</b> (Check One)</p> <p><input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Update Info <input type="checkbox"/> Transfer Owner</p>	<p><b>When completing the application, please note:</b></p> <ol style="list-style-type: none"> <li><i>This form must be signed by the property owner or legally authorized individual (Power of Attorney required).</i></li> <li><i>The property owner's information may not contain the same address as the rental property address.</i></li> <li><i>The local/resident agent is the person/entity responsible to accept legal process on the behalf of the property owner.</i></li> </ol>
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**RENTAL PROPERTY INFORMATION: *REQUIRED* – PLEASE PRINT OR TYPE**

Property Address:		Unit:
Last year tenant changed:		# of stories (Above Ground):
Year Built**:		Historical District: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>**Houses/Units built before 1978 must provide a physical copy of the current lead certification approved by Maryland Department of the Environment (MDE).</b>		
MDE Lead Inspection Certificate #:		
Type of Smoke Detectors: <input type="checkbox"/> Battery Powered <input type="checkbox"/> Hard Wired <input type="checkbox"/> Combo CO/Smoke <input type="checkbox"/> Unknown <i>Smoke detectors are required on each floor level and inside each bedroom of all residential occupancies.*</i>		

**TYPE OF STRUCTURE:**

Single Family Dwelling  Townhouse  Condo  Apartments (number of units \_\_\_\_\_)

**PROPERTY OWNER INFORMATION: *REQUIRED* – PLEASE PRINT OR TYPE**

Owner's Name (As it appears on tax records):		
Business Entity (If applicable): <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Other:		
Owner's Address/Principal Office:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Email:		
Additional Info:		

**BILLING CONTACT: *REQUIRED* – PLEASE PRINT OR TYPE**

Name:		
Company:		
Address:		
City:	State:	ZIP Code:
Phone:	Cell:	Fax:
Email:		

\* Any battery-operated smoke detectors must be long-life, sealed battery smoke detectors no more than 10 years old in compliance with the Public Safety Article of the Maryland Annotated Code.

Carbon monoxide detectors are required on each floor level, including basements, of any dwelling with fossil fuel burning heater or appliance, a gas or wood burning fireplace, or an attached garage.

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PROPERTY MANAGEMENT:		LOCAL OR RESIDENT AGENT*:	
<i>(If Applicable)</i>		<i>REQUIRED If owner is more than 50 miles from rental property or owner is a business entity</i>	
Name:		Name:	
Company:		Company:	
Address:		Address:	
City:		City:	
State:	Zip Code:	State:	Zip Code:
Phone:		Phone:	
Cell:		Cell:	
Fax:		Fax:	
Email:		Email:	

**AGREEMENT/DISCLAIMER:**

All rental properties are subject to periodic inspection to determine compliance with the Bowie City Code. These inspections are a condition of the license or temporary certificate.

The City will provide at least ten (10) days notice prior to any scheduled interior inspection, unless the inspection is necessary to prevent or resolve an emergency. Failure to allow entry for such inspections shall constitute sufficient reason for the denial or revocation of the rental license or temporary certificate.

The applicant acknowledges and agrees that, by conducting inspections of rental properties, the City does not assume any responsibility to individual property owners or occupants to ensure or warrant the suitability or fitness of a dwelling for habitation or its compliance with any particular housing standards or regulations, nor does the City assume any liability for any failure of the dwelling to meet such standards or regulations.

The applicant acknowledges and agrees that owners of property supplied with City of Bowie water are ultimately responsible for payment of the water bill. Additionally, the applicant agrees that owners are ultimately liable for yard maintenance and any expenses incurred by the City as a result of correcting yard maintenance violations. Any unpaid bills incurred by failure to assume responsibility for these duties will become a lien on the property.

I, \_\_\_\_\_ *(Owner, please print)* have carefully examined and read this application and know the same is true and correct, and that in renting this dwelling unit, all provisions of City of Bowie Code will be complied with whether herein or not.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Owner Signature **REQUIRED**      Manager/Agent Signature *(If Applicable)*

**Application fee of \$ 50 and License fee of \$110 due at the time of application.**  
Please make checks payable to: *City of Bowie*

Renewable every year. Failure to renew prior to expiration of current license will result in an additional \$50.00 re-application fee.

\* *City Ordinance 5-9 (A): Owners who do not reside within fifty (50) miles of the City must designate on the application the name, address, and telephone number of a property manager or local agent residing within fifty (50) miles of the City, who is authorized by the owners to receive inspection notices and other correspondence regarding violations pertaining to the property, other than citations or other legal process, and the owners shall keep such information current.*