



Rental License Application Bowie, Maryland Code Compliance

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

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

LICENSE APPLICATION (Check One) <input type="checkbox"/> New <input type="checkbox"/> Renewal Update Info	When completing the application, please note: 1. This form must be signed by the property owner or legally authorized individual (Power of Attorney required). 2. Houses built before 1978 must comply with the Lead Risk Reduction section of the Housing Act in the Annotated Code of Maryland. 3. The local/resident agent is the person/entity responsible to accept legal process on the behalf of the property owner.
RENTAL PROPERTY INFORMATION: REQUIRED – PLEASE PRINT OR TYPE	
Property Address: _____ Unit: _____	
Last date tenant changed: _____ (mm/dd/yyyy) # of stories (Above Ground): _____	
Year Built **: _____ Historical District: <input type="checkbox"/> Yes <input type="checkbox"/> No	
** Houses/Units built before 1978 must provide a physical copy of the current lead certification approved by Maryland Department of the Environment (MDE).	
MDE Lead Inspection Certificate #: _____ Must provide copy of 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 RENTAL:	
<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Townhouse <input type="checkbox"/> Condo <input type="checkbox"/> Group Home/Assisted Living/Congregate <input type="checkbox"/> Short-term or Vacation (like Airbnb™, HomeAway®, VRBO®) <input type="checkbox"/> Basement <input type="checkbox"/> Partial or In-law Suite	
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: _____ Mobile/Cell: _____	
Email: _____	
BILLING CONTACT OR PROPERTY MANAGER: REQUIRED – PLEASE PRINT OR TYPE	
Company: _____	
Name: _____	
Address: _____	
City: _____ State: _____ ZIP Code: _____	
Phone: _____ Mobile/Cell: _____	
Email: _____	
Select one: <input type="checkbox"/> Notices to Owner <input type="checkbox"/> Notices to Manager/Agent <input type="checkbox"/> Notices to Both	

* 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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LOCAL OR RESIDENT AGENT*:

REQUIRED If owner lives more than 50 miles from Bowie or owner is a business entity

Company:

Name:

Address:

City:

State:

Zip Code:

Phone:

Cell:

Email:

AGREEMENT/DISCLAIMER:

All rental properties are subject to inspection to determine compliance with the Bowie City Code available at www.cityofbowie.org. These inspections are a condition of the annual license or temporary certificate.

The City will provide notice at least ten (10) days prior to any scheduled interior inspection, unless the inspection is necessary to prevent or resolve an emergency. Failure to allow entry for 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.*