

# City of Frostburg

59 E. Main St. | P.O. Box 440 | Frostburg, MD 21532-0440 | 301-689-6000 Ext. 17

## 2016 RENTAL HOUSING REGISTRATION

Rental Properties in Frostburg must be registered per Article VII, Section I-c of the City Code. Please complete and return this form with your registration fee. Incomplete, unpaid, or unsigned forms will be returned as unregistered.

### FEE SCHEDULE

\$40.00 per unit prior by 2/1	\$50.00 per unit by 3/1	\$100 per unit by 4/1	After 4/1, \$40 per unit plus \$250 citation per unit
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*Units not registered before April 1<sup>st</sup> are out-of-compliance; owners are subject to a \$250.00 fine for each unregistered. Failure to register by May 31 will result in loss of any zoning "grandfathering" provisions for property.*

**Owner Information** *Note: Owner information must reflect deed and/or tax records. List all owners' names if a business.*

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Agent Information:** *Note: Any property owner using a business form of ownership; or family ownership with more than two persons on the deed, or any owner located outside a 25-mile radius of Frostburg must designate a certified agent that lives within a 25-mile radius of Frostburg.*

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information:**

**MD Lead Paint Abatement Law Information – required for all properties built prior to 1978**

For info visit [www.mde.state.md.us/lead](http://www.mde.state.md.us/lead) or call 1-800-776-2706 (in state) or 410-537-4199

Address	RIM # FOR OFFICE USE ONLY	Number of units	Year Built	MDE Affected? Yes/No	If Yes, MDE Tracking/Owner Number	If Yes, MDE Inspection Certificate #

*I understand the requirements of the City of Frostburg Rental Housing Code, the International Property Maintenance Code, and other City ordinances governing use of property in the City. If applicable, I hereby designate the undersigned Owner's Agent to receive certification training by the City of Frostburg and represent the owner's interests as may include accepting service of process, property warnings and citations, or any other bill, receipt, legal notice, or other communication issued by the City of Frostburg. I (the owner) further attest under penalty of perjury that I have met all requirements of the MDE Lead Paint regulations and the above information is current and accurate.*

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

*I (the Agent) understand and accept the responsibility of owner representation and City certification.*

Owner's Agent: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Received: \_\_\_\_\_ \$ Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Approved: \_\_\_\_\_ Notes: \_\_\_\_\_

**STAMP DATE**