



MOVING FORWARD

Town of Forest Heights

5508 ARAPAHOE DRIVE FOREST HEIGHTS, MARYLAND 20745

(301) 839-4040 Fax (301) 839-1122

RENTAL PROPERTY PERMIT APPLICATION

THE FOLLOWING MUST BE RETURNED TOGETHER: A COMPLETED APPLICATION WITH ALL INFORMATION PRINTED, TYPED, CHECKED, OR CIRCLED AS APPROPRIATE. SIGNATURES MUST BE ORIGINAL IN BLUE OR BLACK INK. PAYMENT PAYABLE TO "THE TOWN OF FOREST HEIGHTS, MARYLAND".

FEES: (Make checks (no personal) or money orders payable to "Town of Forest Heights, Maryland")

Forest Heights unit: Owner occupied and contains 1 or 2 tenants: Per unit \$ 75.00

Forest Heights unit: Not owner occupied: Per unit/apartment - \$ 75.00

Forest Heights unit: Owner occupied and contains 3 or more tenants: Per unit - \$ 75.00 Change in Application Information - No Fee

TYPE OF APPLICATION: (Check all that apply)

New Renewal Change in: Property Owner Information Managing Operator , Resident Agent , or Trustee Information

You may obtain information on your property account on the Internet at: www.state.md.us and select "Real Property Data Search", or on your tax documents.

Rental Property Address _____ Zip Code _____

Section 1: RENTAL PROPERTY INFORMATION

Property Account / Parcel No. _____ Council District _____

Is this Section 8 Housing? No Yes (please submit proof).

Is Section 8 (select all that apply): Prince George's County Federal State

FOREST HEIGHTS UNIT INFORMATION:

Type of Home: Single Family /Townhouse Other (be specific) _____

Year Built _____ Number of levels _____ No. of Forest Heights Units: 1 2 3 4 5 6 Basement: Yes No

No. of Smoke Detectors _____ Type of Smoke Detector (s): Battery Hard Wired Hard Wired & Battery Backed

Inter-connected: Yes No CO Detector: Yes No Fire Extinguisher: Yes No # of _____

Heating System: Electric Gas Oil Propane Air Conditioning System: Window Unit (s) Central

Sewage System: Public Private Water Source: Public Private Hot Water Heating System: Electric Gas

Section 2: PROPERTY OWNER'S INFORMATION LAIMER

Property Owner Name _____ Phone No. _____

Cell Phone No. _____ Fax No. _____ E-mail Address _____

Type of Property Owner: Association Corporation Guardian of Estate Individual / Sole Proprietor/LLC
Partnership Personal Representative of Estate Trust Other _____

Owner Address: _____ Zip Code _____

Mailing Address for Property Owner (if different): _____

Section 3: MANAGING AGENT/RESIDENT AGENT/TRUSTEE INFORMATION (if applicable)

_____ Zip Code _____

Managing Agent/ Resident Agent/ Trustee Name: _____ Phone _____

Address: _____ Zip Code _____

Mailing Address (if different): _____ Zip Code _____

Contact Telephone Numbers: Home: () _____ Cell () _____

Section 4: LEGAL AGENT

Work: () _____ Fax () _____ Email Address _____

Town Law requires all owners to assign a Legal Agent to receive legal service of process. Owners residing in Maryland may designate themselves. Owners who do not reside in Maryland MUST designate a Legal Agent who resides within the State of Maryland.

Please Note: — The Legal Agent cannot be your tenant (This can be a family member, friend, realtor, etc.)

— You must provide the Legal Agent's Maryland **HOME** address.

— The Legal Agent **MUST** sign below to accept responsibility as agent.

- Owner designates self as Legal Agent and resides in the STATE OF MARYLAND (Home address already provided under Ownership information.)
- Owner designates the below named Maryland resident as Legal Agent.

Legal Agent's Name (Print or Type clearly above) _____

Legal Agent's **HOME** Street Address _____

Daytime Phone _____ Evening/Cellular Phone _____ Zip _____ Fax# _____

E-mail Address _____

I understand and accept responsibility as Legal Agent for service of legal process:

Legal Agent's Signature _____ **Date** _____

TENANT(S) CONTACT INFORMATION

Name: _____ Phone _____

Email: _____

Section 5: AGREEMENT / DISCLAIMER

I, _____, solemnly affirm under the penalties of perjury,
(Print Name of Property Owner)
that the above information relating to the dwelling located at _____, is true
(Print Property/Forest Heights Unit Address and Zip Code)
and correct to the best of my knowledge, and that I will submit any change in the information relating to the Property Owner, Man-
aging Operator, Resident Agent, or Trustee, and the property owner’s Designated Agent (for receiving process, notices and any
other papers from Forest Heights), not more than 30 days after the change is made, and that I will comply with the requirements set
forth in any correction notice and / or final order issued under Section 3.2 of the Ordinance Code of the Town of Forest Heights as
amended, within the required time period.

I also certify that there are _____ Forest Heights unit (s) on this property and that I agree to allow the code official
(Total number of units)
to inspect these Forest Heights unit (s). Any violation of the Town’s rental licensing law found in Article 3 of the Ordinance Code
shall be deemed an infraction and any person upon conviction thereof shall be fined not more than One Hundred Dollar (\$100.00)
for the fit offense. Repeat offenders may be assessed a fine not to exceed Two Hundred Dollars (\$200.00) for each repeated offense.

**Section 3.2: Town Permits Required
RENTAL PROPERTY PERMIT**

A RENTAL PROPERTY PERMIT SHALL BE ISSUED TO ALL PROPERTY OWNERS WHOSE PROPERTIES: (1) ARE RENTAL PROPERTIES, OR (2) THE OWNER OR OWNERS RESIDE IN THEIR PROPERTIES LESS THAN SIX (6) MONTHS OUT OF THE YEAR, WHEN OTHERWISE RENTED TO OTHER. ALL SUCH PROPERTY OWNERS SHALL BE REQUIRED TO OBTAIN THE RENTAL PROPERTY PERMIT AT AN BI-ANNUAL COST OF \$75.00. A RENTAL PROPERTY PERMIT MUST BE OBTAINED FROM THE TOWN CLERK OF FOREST HEIGHTS NOT LATER THAN SEPTEMBER 1, 2010 OR PRIOR TO RENTING THE PROPERTY, WHICHEVER IS LATER. FAILURE TO OBTAIN A PERMIT SHALL BE DEEMED A MUNICIPAL INFRACTION AND SUBJECT TO A FINE OF \$500.

OWNER, DID YOU REMEMBER TO:

Signature of the Property Owner: _____ Date ____/____/____

- Sign the application? Designate a Legal Agent in Maryland Enclose License Fee made payable to Town Forest Heights
- Enclose “registration exemption affidavit” if applicable.

The Rental Property Application is purely governmental in nature, and may not be construed as providing any warranty or representation concerning the condition of the Forest Heights unit to the tenant or the public, or that the premise is in compliance with all applicable county, state and federal laws and regulations. (Property owner must comply with all Prince George’s County Building, Fire and Zoning regulations).

FOR OFFICE USE ONLY

APPLICATION LICENSE # _____

REPEAT INSPECTIONS: _____

INSPECTOR: _____