



Rental License #
Issue Date:
Expiration Date:

Town of Chesapeake Beach
PO Box 400
8200 Bayside Road
Chesapeake Beach, MD 20732
www.chesapeakebeachmd.gov

Application for Rental License

Applicant Information

Date: _____

Have you notified your tenant of the requirement for inspection (Required)? Yes ___ No ___

Rental Property Address: _____

Number of Rental Units: _____

Owner: _____

Applicant: _____

Owner Mailing Address: _____

Applicant Mailing Address: _____

Owner Phone #: _____

Applicant Phone #: _____

Owner Email Address: _____

Applicant Email Address: _____

Inspection Contact Name: _____

Inspection Contact Phone # _____

Is the referenced property inspected by any other agency?

If yes, which agency? **Please attach the most recent inspection by this agency to this application**

According to State Assessments, if built prior to 1978, the property must meet the MDE/Lead Compliance regulations. For more information about the MDE Lead Poisoning Prevention please contact MDE or visit: <http://www.mde.state.md.us/programs/land/leadpoisoningprevention/Pages/index.aspx>

A copy of the certification, if applicable, is required to be attached to the owners rental application and submitted to the Town of Chesapeake Beach.

Applicant Signature: _____

Date: _____

Applicant Printed Name: _____

For Town Hall Use Only

Date: _____

Rental Application Fee: _____

Inspection Date & Time: _____

Rental Inspector Approval _____

Date: _____

Treasurer: _____



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Rental Property License Application

1. The rental license fee is \$250 per unit and will be issued for a two-year period. (Payment must be submitted at time of application Make check payable to Town of Chesapeake Beach).
2. There will be one inspection during the two-year licensing period for rentals, and all newly-licensed rentals will be inspected upon application and issuance of licenses. You must schedule your rental inspection upon receipt of this application. Please call the Town Hall at 410-257-2230 or email rentals@chesapeakebeachmd.gov
3. All rental properties are subject to the Town Code, IBC Building Code, International Property Maintenance Code. The Chesapeake Beach Livability Code has become a part of the Rental Procedures. The Livability Code was adopted and a copy of the code can be viewed on the Town of Chesapeake Beach website at www.chesapeakebeachmd.gov, along with other town codes.
4. We will continue to enforce exterior maintenance of properties and make ourselves available for interior review upon request. A yearly rental inspection would not be needed, but each rental must be inspected at least once every two years and an inspection is required before the issuance of the current licenses.
5. Evictions: Landlord and/or Property Management Company requirements for evictions are as follows: (a) Notify the town of the date of eviction (one week prior). (b) Identify to the town that arrangements have been made for removal of items once the required time frame has expired (24 hours). (c) Owner is to remove all items after the 24 hour process for evictions. Failure to do so could result in fees and fines, should the town have to make arrangements for removal. (After 24 hours, owner removes all items at their expense. This is not part of bulk pick-up where each item is scheduled in advance on a monthly basis).
6. Online Web Payments for Water and Sewer Billings: The owner can complete a form indicating that a copy of the Water and Sewer Billing may be sent to the tenant, but all billings are ultimately the owner's responsibility; even if tenant does not pay.
7. Emergency contact information is required as part of the application process.
8. Calvert County Animal License requirements must be met for each existing and new tenant (form available at Town Hall).

SUPPLEMENTAL INFORMATION REGARDING THE RENTAL PROPERTY

By making this application, you are giving permission to inspection(s) of the rental property and agree to conform to the Town Codes and Rental Policies and Procedures on the application, describing herein for the purpose of determining compliance to the Rental Housing Code of the Town of Chesapeake Beach. Further, by signing below, you certify under penalties of perjury that the foregoing information is true to the best of your knowledge, information and belief.

Signature of Owner or Authorized Agent:

Date:

Print or Type Name of Owner or Authorized Agent:



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Rental Property License Inspection

Property Owner Name:

Property Address:

Contact Number/Email:

Re-Inspection Date:

Re-Inspection Reason:

Property Type:

Inspector Name:

Inspection Date:

Inspection Time:

Re-inspection Time:

Inspection Status:

Exterior	Code#	Pass/Fail	Notes	Interior	Code#	Pass/Fail	Notes
Sanitation	PM302.1			Walls/Ceilings	PM305.3		
Grading	PM302.2			Doors	PM305.6		
Drainage	PM302.2			Dryer Vent	PM403.5		
Sidewalks	PM302.3			Self-Closer	PM703.2		
Grass/Weeds	PM302.4			Handrails	PM305.5		
Guardrails	M304.12			Receptacles	PM605.2		
Sheds/Garages	PM302.7			Stairs	PM402.2		
Balc/Patio	PM304.10			Thumb Turn	PM702.3		
Foundation	PM304.7			Storage	PM702.1		
Walls	PM304.6			Mechanical	PM603.1		
Roof	PM304.7			Water System	PM505.1		
Gutters	PM304.11			Fire Ext.	PM701.1		
Chimney	PM304.11			Smoke Det.	PM704.2		
Doors	PM304.18			FRNC Vented	PM603.1		
Windows	PM304.13			FRNC 3' Clear	PM603.1		
Screens	PM304.15			Dead botl	PM702.3		
Hardware	PM304.15			Electrical	PM604.2		
Address #s	PM304.3			OTHER			

Inspector Signature:

Date:

Code Enforcement Acceptance:

Permit # Assigned: