

## Frequently Asked Questions

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| <p>Why did I receive this letter for my property?</p>                                     | <p>You are receiving this letter because your property was registered with Baltimore City as a non-owner occupied property. Recently passed legislation requires all rental properties to be <b>registered, inspected and licensed</b>. Up until now one and two family dwellings were not required to be <b>inspected and licensed</b> to operate as a rental. If your property is not a rental but is non-owner-occupied it still must be registered annually. The registration deadline has been moved to December 31, 2018.</p> |
| <p>How did the law change?</p>  | <p>This is a licensing program that <b>expands the inspections process expected of multi-family dwellings to one- and two-unit dwellings</b>. All rental properties must be <b>registered, inspected and licensed</b>.</p>  |
| <p>When is the change effective?</p>  | <p>Beginning January 1, 2019, all rental properties must be registered, inspected and licensed.</p> <p>If your property is not a rental but is non-owner-occupied it still must be registered annually.</p> <p>The annual registration deadline has been moved to December 31, 2018.</p>  |
| <p>Is this Program mandatory?</p>   | <p>Yes. All non-owner-occupied properties must register and all rental properties must register and be licensed.</p>  |
| <p>Who inspects my property?</p>  | <p>All rental property must be inspected by a Maryland State Licensed Home Inspector that has registered with Baltimore DHCD to do rental inspections.</p>  |
| <p>What if I do not register my property? Is there a penalty if I do not participate?</p> | <p>Failing to register and have your property inspected could result in a \$1,000 fine and suspension, revocation or denial of your rental license.</p>   |

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| When am I required to have my rental property inspected?                                       | Your property must pass inspection prior to obtaining your license. Inspections can be completed any time after August 1, 2018 but must be submitted with your registration prior to December 31, 2018.   |
| What if my existing license has not expired?   | Multi-Family Dwellings are not required to get a third-party inspection until their 2018 license expires.   |
| How often must my rental property be inspected?  | Rental licensing is built on a tiered system designed to reward property owner's that properly maintain their rental units. All initial licenses are issued for a two-year period. When it is time for renewal you may be able to obtain a three-year license or be limited to a two- or one-year license based on your maintenance record and violation history. |
| What if a property has already been inspected under Section 8? Is another inspection required? | The Section 8 inspection, or other similar government program, will be accepted. The approval letter must be uploaded with your documents.  |
| Is there a Self-Certification Process?   | No. All inspections must be performed by a Maryland State Licensed Home Inspector that has registered with Baltimore City DHCD. Visit us online at <a href="http://dhcd.baltimorehousing.org">http://dhcd.baltimorehousing.org</a> for a list of inspectors.  |
| What does the inspector check at the time of inspection?                                       | Our inspections checklist is available online at <a href="http://dhcd.baltimorehousing.org">http://dhcd.baltimorehousing.org</a> . The inspector is looking for basic life, health and safety items to insure the property is up to code and safe for the occupants and neighboring residents.  |
| What if my rental property does not pass inspection?   | <p>Owners are required to relocate tenant in situations where unit becomes uninhabitable and tenant is not at fault for condition.</p> <ul style="list-style-type: none"> <li>○ City can collect cost of relocation of tenant and any related expenses when owner fails to relocate tenant.</li> <li>○ Cost are lien on property.</li> </ul>                      |

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| How much does the inspection costs?  | Each State Licenses Home Inspector sets their own rates. You may select any State Licensed Home Inspector that has registered with Baltimore City DHCD.   |
| How do I pay the annual registration fee?                                      | Payments can be made online. If you need assistance with making a payment online, kiosks are available for your use at 417 East Fayette Street, Baltimore, MD 21202   |
| Why was the program created?   | To insure safe living conditions for all residents of Baltimore City.   |
| Which rental properties need to be registered and inspected?                   | All residential properties.   |
| What do I need to do if I am a rental property owner in the City of Baltimore? | Visit us online at <a href="http://dhcd.baltimorehousing.org">http://dhcd.baltimorehousing.org</a> to complete the registration, upload documents and pay the fee. Print your license. Post a sanitation guideline in any common areas.                                       |
| What should a sanitation guideline include?                                    | <ul style="list-style-type: none"> <li>- Trash collection day</li> <li>- Recycling day</li> <li>- Requirement to use cans to dispose of trash</li> <li>- Proper storage methods for trash and recycling on non-collection days</li> <li>- Bulk removal information</li> </ul> |
| Where can I find more information?   | Visit us online at <a href="http://dhcd.baltimorehousing.org">http://dhcd.baltimorehousing.org</a>  |