

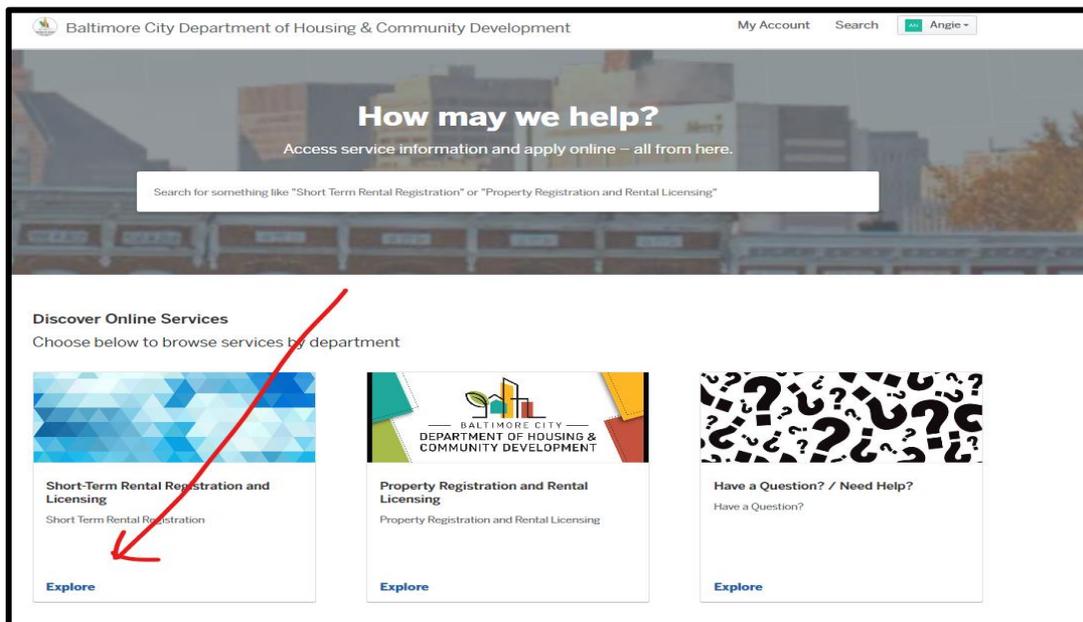
INSTRUCTIONS for Completing a NEW SHORT-TERM Rental Registration

*Website: <https://baltimoremddhcd.viewpointcloud.com>

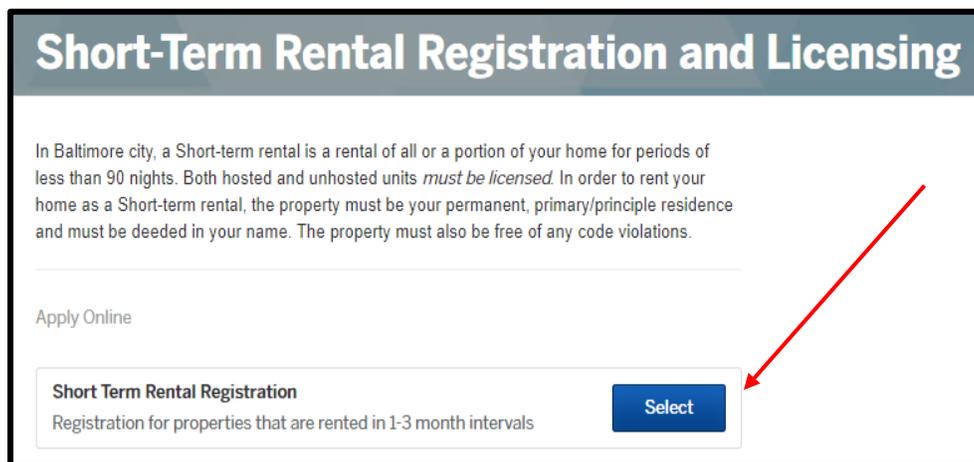
****For **FIRST TIME** Short-Term Rentals (STR)****

You will need: the **PROPERTY ADDRESS, OWNER INFORMATION** as recorded on the deed, and a **MARYLAND STATE USE AND SALES TAX NUMBER** to complete the STR application. Only **HOSTED (OWNER OCCUPIED)** properties are eligible to apply for a **new** STR license at this time. (To *renew* a STR license and registration, please see the **INSTRUCTIONS for RENEWING Short-Term Rental Registration online.**)

- Go to the website address above (*). On the **LANDING PAGE**, click anywhere on the **BLUE BOX** that says **“Short Term Rental Registration...”**

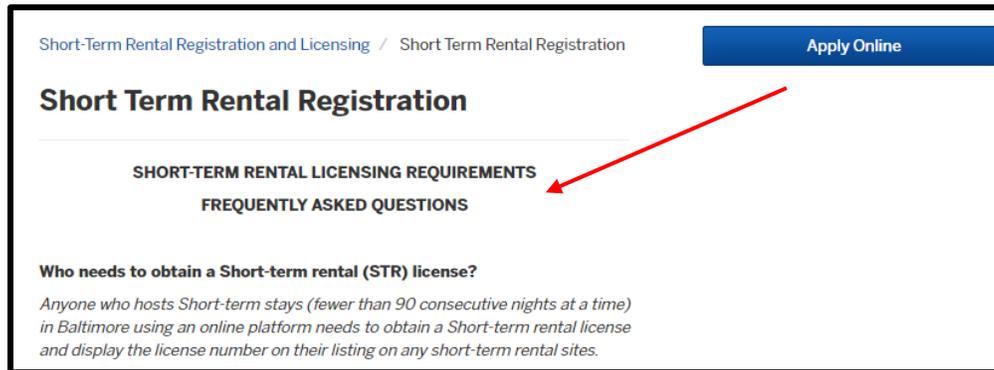


- Go to **“SELECT”**:



INSTRUCTIONS for Completing a NEW Short Term Rental Registration

IMPORTANT!!! Please read the requirements/frequently asked questions to determine if you are eligible for a Short-Term Rental:



Short-Term Rental Registration and Licensing / Short Term Rental Registration [Apply Online](#)

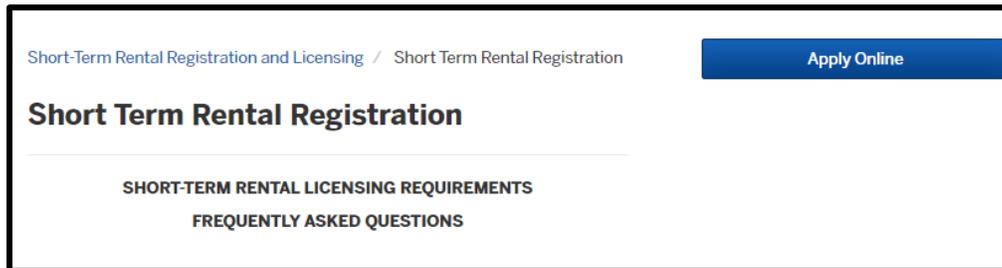
Short Term Rental Registration

[SHORT-TERM RENTAL LICENSING REQUIREMENTS](#)
[FREQUENTLY ASKED QUESTIONS](#)

Who needs to obtain a Short-term rental (STR) license?

Anyone who hosts Short-term stays (fewer than 90 consecutive nights at a time) in Baltimore using an online platform needs to obtain a Short-term rental license and display the license number on their listing on any short-term rental sites.

- If you have met all of the requirements, select **APPLY ONLINE**:

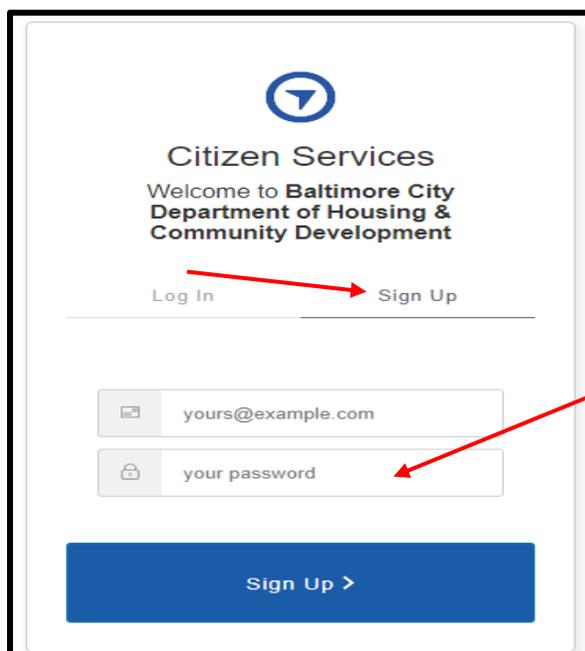


Short-Term Rental Registration and Licensing / Short Term Rental Registration [Apply Online](#)

Short Term Rental Registration

[SHORT-TERM RENTAL LICENSING REQUIREMENTS](#)
[FREQUENTLY ASKED QUESTIONS](#)

- Select **"SIGN UP"**. Enter your **EMAIL ADDRESS** and create a **PASSWORD** for the person registering the property:




Citizen Services
Welcome to **Baltimore City Department of Housing & Community Development**

[Log In](#) [Sign Up](#)

[Sign Up >](#)

NOTE:

The password **MUST** contain at least (8) characters and include at least one of each of the following:

- 1 lower case letter
- 1 upper case letter
- 1 number

INSTRUCTIONS for Completing a NEW SHORT-TERM RENTAL Registration

- Enter your **CONTACT INFORMATION**

Step 1 of 7 - Save Draft and Exit

Short Term Rental Registration

Confirm your contact information
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name: Angie
Last Name: Banks
Email address: angelecia.banks@baltimorecity.gov
Phone Number: 410-396-3575
Address 1: 809 Beaumont Ave
Address 2 (Optional):
City: Baltimore
State: MD
ZIP/Postal Code: 21212

Next >

- Select **"NEXT"**

- Enter the **property address**. Then select **"CHOOSE LOCATION"** next to the address:

Step 2 of 7 - Save Draft and Exit

Location for Short Term Rental Registration
Select a primary location for this record. If needed, you can add additional locations later.

Search for Address or Parcel
Search for an address or parcel by name, address, or Parcel ID.

809 Beaumont Ave

809 BEAUMONT AVE, Baltimore, MD

Choose Location

- The **PROPERTY OWNER** info should auto-populate. Make any necessary corrections to update the owner **address info** into the correct fields. Go to **NEXT** when completed:

Step 2 of 7 - Save Draft and Exit

Location for Short Term Rental Registration

PRIMARY LOCATION
The main location associated with the record.

809 BEAUMONT AVE
Baltimore, MD 21212-4315

Change Location

Unit
No Unit

Property Owner Information
Name: ANGIE BANKS
Phone Number: Email:
Street #: 0809 BEAUMONT AVE, 21212 Unit:
City: State: Zip Code:

Property Data

Year built	1912	MEL	5173B021
Lot Area		Zoning	R-3
Occupancy		Book Page	
Water		Building Type	
		Sewage	

< Back

Next >

INSTRUCTIONS for Completing a NEW SHORT-TERM RENTAL Registration

- **Complete the APPLICATION INFORMATION section. NOTE: If you do not have a MD STATE USE AND SALES TAX NUMBER, you can apply for one [here](#). Go to NEXT when completed.**

Step 3 of 7 · Save Draft and Exit

Application Information

I am applying for a *
New Short Term Rental Registration

Applicant Type *
Owner

Ownership Type
Sole Owner

Property Type
1 and 2 Family Dwelling

Applicant Title *
Owner

Is the Property Owned or Deeded to a Business Entity? *
No

MD State Use and Sales Tax Number (EIN) *
52-0256356

I don't have a MD State Use and Sales Tax Number. To apply [click here](#)

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- **NOTE: You may save a draft copy of your application at any time. You will be able to log in and complete it at any time prior to submitting by selecting **SAVE DRAFT and EXIT**.**

- **CONFIRM the OWNER INFORMATION (REQUIRED).** Go to **NEXT** when completed.

Step 4 of 8 · Save Draft and Exit

Please Confirm Owner Information (REQUIRED)

First Name *
Last Name *

Address *
City *

State *
Zip Code *

Phone *
Email *

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INSTRUCTIONS for Completing a NEW SHORT-TERM RENTAL Registration

- Answer the questions regarding **PROPERTY INFORMATION**. The **DWELLING UNIT** count should be “1”. The **ROOMING UNIT** count should be “0”. Go to **NEXT** once completed:

Step 5 of 8 - Save Draft and Exit

Property Information

Dwelling Units to be registered (Maximum of 1) * ②

Rooming Units to be Registered (If Applicable) ②

Is this an owner occupied property?

< Back Next >

This screenshot shows the 'Property Information' form. It has four input fields: 'Dwelling Units to be registered' with the value '1', 'Rooming Units to be Registered' with the value '0', 'Is this an owner occupied property?' with the value 'Yes', and a 'Next >' button. Red arrows point to each of these four elements.

- **CONFIRM** the property is **HOSTED/Owner occupied**. Go to **NEXT** when completed:

Step 6 of 8 - Save Draft and Exit

Hosted Short Term Rental Requirements

Please answer the following questions as they relate to your Hosted Short Term Rental

Confirm this is a hosted unit (owner occupied) *

Please Confirm This is Your Primary Residence * ②

Property must be your principal residence to qualify for a short-term rental.

Does the Deeded Owner Live in Baltimore City? *

I confirm that all of the information provided within this section is correct *

< Back Next >

This screenshot shows the 'Hosted Short Term Rental Requirements' form. It has four main sections: a dropdown for 'Confirm this is a hosted unit' with 'Hosted' selected, a dropdown for 'Please Confirm This is Your Primary Residence' with 'This is the primary residence of the owner.' selected, a dropdown for 'Does the Deeded Owner Live in Baltimore City?' with 'The Deeded Owner Lives within the City of Baltimore' selected, and a confirmation checkbox. A red arrow points to the 'Next >' button.

- **DIGITALLY SIGN** the application by entering your full **LEGAL** name. Select **SIGN**.

Baltimore City Department of Housing & Community Development My Account Search

Step 6 of 8 - Save Draft and Exit

Digital Signature

Full Legal Name

Cancel Sign

This screenshot shows a 'Digital Signature' dialog box overlaid on the previous form. It has a text input field for 'Full Legal Name' with the placeholder text 'Type Name' and two buttons: 'Cancel' and 'Sign'. A red arrow points to the 'Sign' button.

INSTRUCTIONS for Completing a NEW SHORT-TERM RENTAL Registration

- **READ the ACKNOWLEDGEMENT. Select NEXT:**

Step 7 of 8 · Save Draft and Exit

Acknowledgement

I declare under penalties of perjury that I have examined this registration statement and all attachments and certify they are true, correct, and complete. I also declare that I am the owner or have specific approval of the owner as their agent for this statement. By submitting this application, you are signing this registration electronically and agree your electronic signature is the legal equivalent of your manual signature.

Digital Signature *

✓ Angie Banks Clear

< Back Next >

-
- **ATTACHMENTS.** Attach any required documents on this page. If the property recently transferred to a new owner and if you updated the CURRENT OWNER NAME from the information that was auto-populated, you MUST attach a copy of the HUD 1/Settlement Sheet by using the UPLOAD button:

Step 8 of 8 · Save Draft and Exit

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
Copy of HUD1 or Settlement Sheet for Recent Deed Transfer (If Applicable)	No file uploaded

Add attachment

< Back Next >

- You may also attach any additional documents on this page. Go to **NEXT** when complete or if no attachments are applicable.

INSTRUCTIONS for Completing a NEW SHORT-TERM RENTAL Registration

- **REVIEW AND CONFIRM** your application. To make any corrections, select **BACK** and edit your selections. **Once your application has been submitted, you cannot make any changes.** You will need to contact our office for corrections. Select **CONFIRM AND SUBMIT** if there are no corrections to be made.

Confirm your submission Save Draft and Exit

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Contact Information **Angie Banks**

[Edit ...](#) [Email address](#) [Phone Number](#)

Acknowledgement [Edit ...](#)

I declare under penalties of perjury that I have examined this registration statement and all attachments and certify they are true, correct, and complete. I also declare that I am the owner or have specific approval of the owner as their agent for this statement. By submitting this application, you are signing this registration electronically and agree your electronic signature is the legal equivalent of your manual signature.

Digital Signature *

✓ Angie Banks
Jul 11, 2023

Attachments [Edit ...](#)

Attachment	File
Copy of HUD1 or Settlement Sheet for Recent Deed Transfer (If Applicable)	No file uploaded

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[Back](#) [Confirm and Submit >](#)

-
- **PAYMENT.** You can pay online! The fee for Short-Term Rentals is **\$200.00**.

Fee Payment

Due Now. Please make a payment in order to continue.

Short Term Rental Registration	
Short-Term Rental Registration Fee	\$200.00
Total Fee Amount	\$200.00

Payment Method

Pay with a Credit Card
\$6.97 processing fee

Pay using your bank account
No processing fee

Pay with check, cash, or another method
No processing fee

Amount Due	\$200.00
Total Payment Amount	\$200.00

Please contact us to pay by cash or check

Ask a question about this

[Send Message](#)

- You may also mail in your payment. Checks should be made payable to: **“Director of Finance.”** Mail to: **Property Registration, 417 E. Fayette St, Room 100, Baltimore, MD 21202.** Renewal is required every two years. Once the payment posts to your account, the license will be generated. You will receive an email notification and can print your license. The expiration date will be printed on the license. Please notify our office of any changes in the status of your Short-Term Rental.