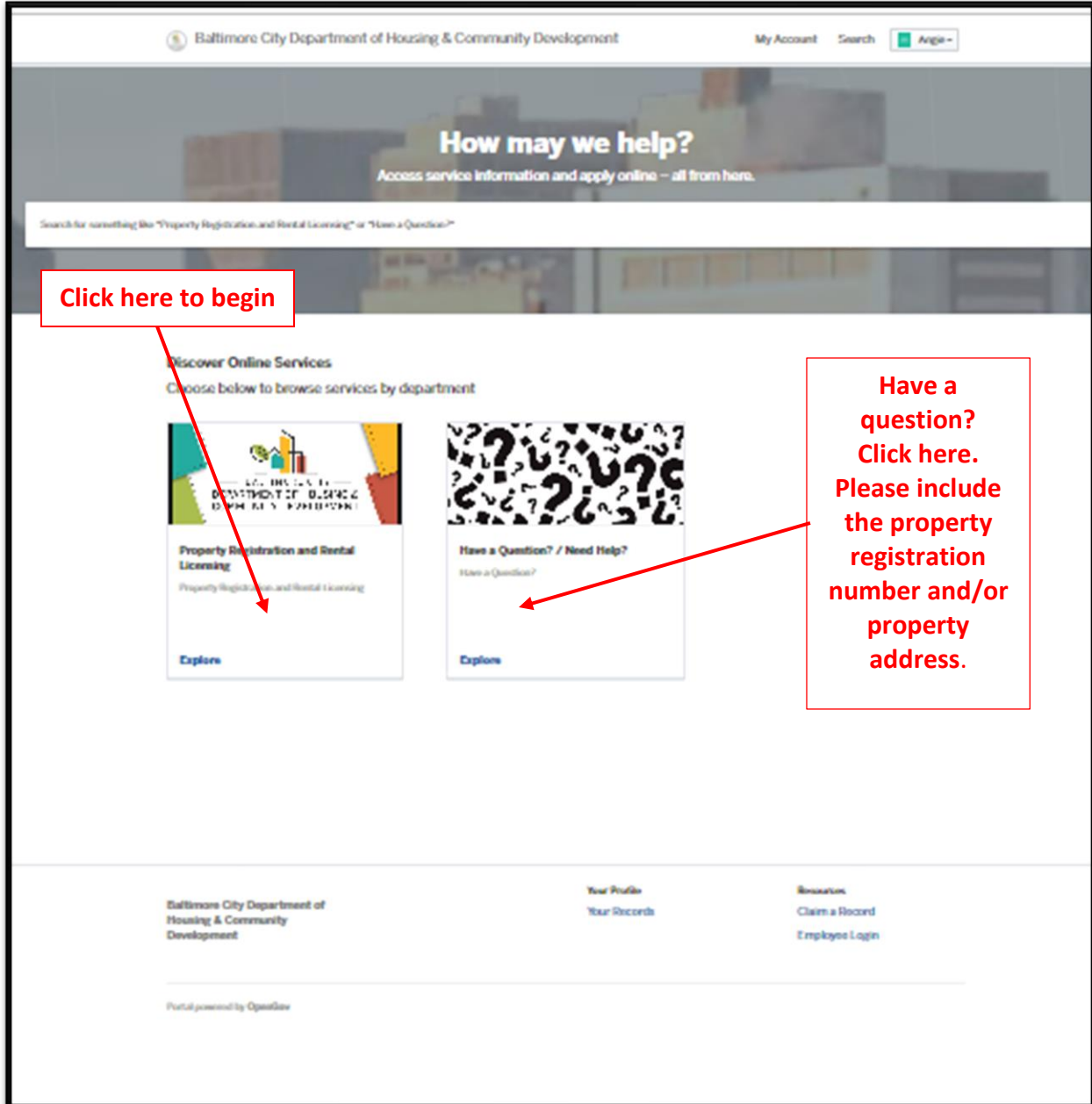


Instructions for Completing a New Online Property Registration in OpenGov

Web address: <https://baltimoremddhcd.viewpointcloud.com/>

Welcome to the New Property Registration Portal!

LANDING PAGE:



Instructions for Completing a New Online Property Registration in OpenGov

INFORMATION PAGE: This page includes additional information regarding property registration and licensing and also includes links for: MFD unit requirements for inspections, a list of approved 3rd party State Licensed Inspectors and some Frequently Asked Questions. Click **SELECT** at the bottom of the page to proceed with your application.

Baltimore City Department of Housing & Community Development My Account Search Apply

Property Registration and Rental Licensing

PROPERTY REGISTRATION

All **non owner-occupied properties** in Baltimore City, including one and two-family dwellings, multi-family dwellings (3 or more units), vacant buildings and vacant lots are required to be registered each year. The registration period is January through December and property registration fees must be paid every year for the property to be considered registered. Registration is required whether or not the property is a rental, whether or not it is occupied, unoccupied, vacant, and whether or not it is generating income.

If you have an **existing** property registration account on file, you are required to re-register and set up a new profile & new registration for each property in the new property registration portal no later than August 31, 2022. **Each property must be registered on a separate registration.** A new property registration number will be assigned for **each** property.

RENTAL LICENSING

All non owner-occupied properties in Baltimore City that are rental properties must be licensed to operate as a rental, in addition to being registered. To obtain a rental license, the property must meet the following requirements:

1. **Complete the online property registration** and include the owner's current contact information;
2. **Submit a passing 3rd party inspection report(s)** performed by a State licensed inspector who is registered with Baltimore City or a passing Section 8 inspection report(s) for each unit. For multi-family dwellings, please refer to the MFD chart in the [FREQUENTLY ASKED QUESTIONS 7-15-22.pdf](#) for the required number of units that need to be inspected;
3. Submit current **lead certification** information for each unit in the property;
4. **Pay all registration fees** due, and;
5. Have **no open code violation(s)**.

EXISTING RENTAL LICENSES

Current existing licenses will remain valid until the expiration date on the license. If you have an existing rental license, you are still required to register your property in the new online portal but you will not have to resubmit inspection reports or verify the lead certification information. New inspection reports must be obtained and submitted prior to the expiration date on the current rental license and the lead certification information may be entered to obtain a new license.

Apply Online

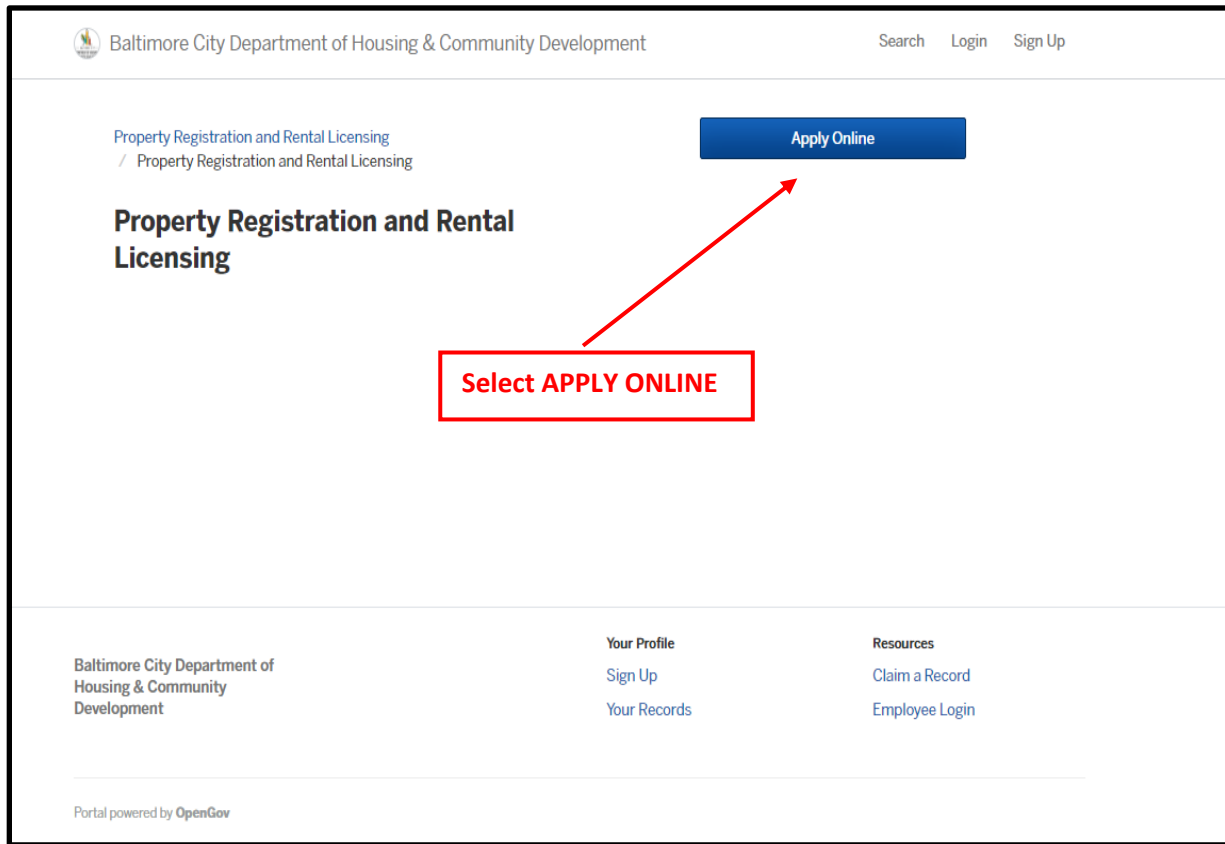
Property Registration and Rental Licensing
For Vacant Lots, Vacant Properties, and Licensing

Select

Click "Select" to continue

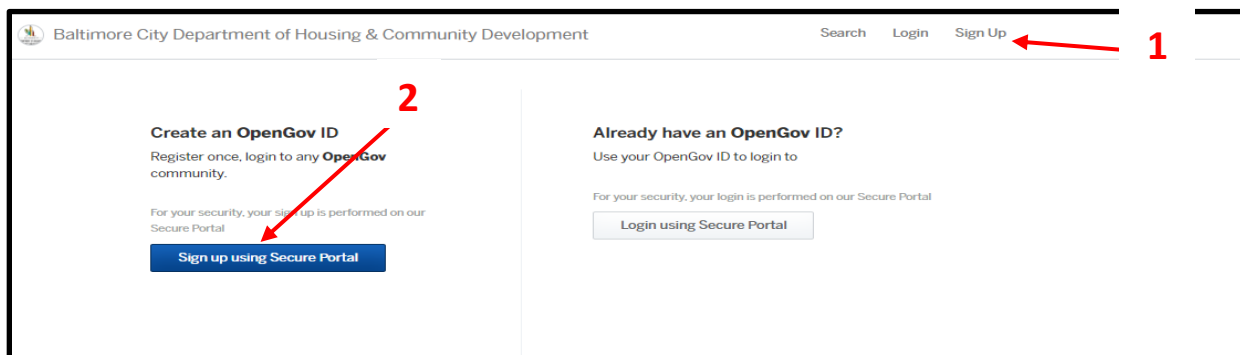
Instructions for Completing a New Online Property Registration in OpenGov

STARTING THE APPLICATION PROCESS



STEP 1. CREATING A NEW ONLINE ACCOUNT

- (1) **Select "SIGN UP"** at the top of the right side of the screen to create a new first-time account.
- (2) **Select "Sign up using Secure Portal"** under Create an OpenGov ID.
- (3) **Select Sign Up" on the Citizen Services page. "**
- (4) Enter an email address and create a new password. The password you use must have a minimum of **(8) characters**, and must include at least **(1) capital letter**, **(1) lowercase letter** and **(1) number**



Instructions for Completing a New Online Property Registration in OpenGov

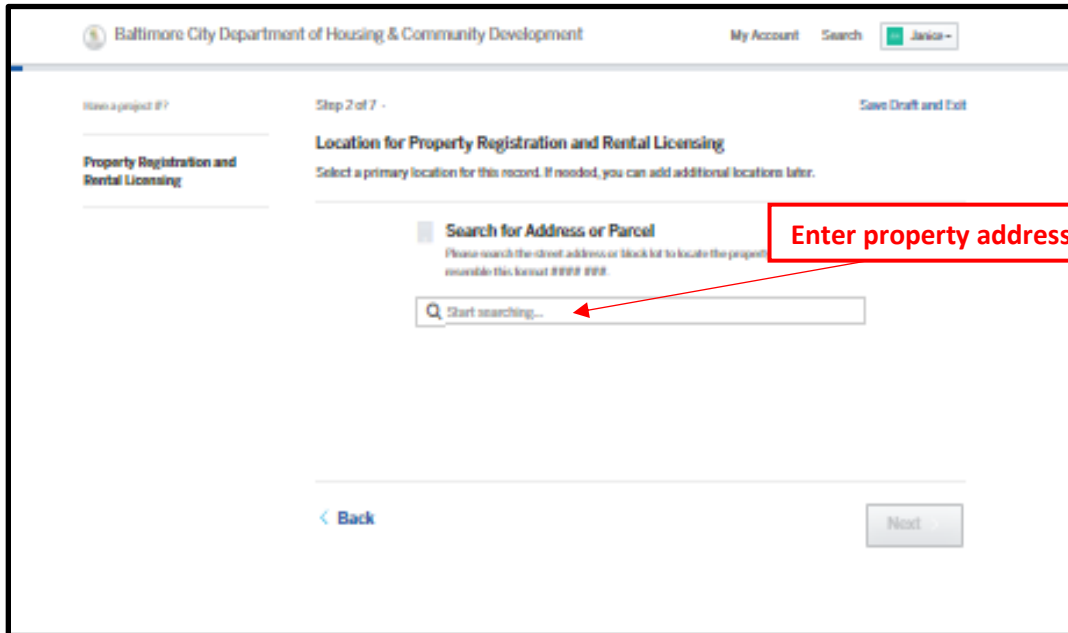
The screenshot shows the 'Citizen Services' sign-up page for the Baltimore City Department of Housing & Community Development. At the top, there is a logo and the text 'Citizen Services' and 'Welcome to Baltimore City Department of Housing & Community Development'. Below this are 'Log In' and 'Sign Up' links. A red arrow labeled '3' points to the 'Sign Up' link. Below the links are two input fields: one for email (containing 'Marysmith1234@yahoo.com') and one for password (containing '.....'). A red arrow labeled '4' points to the password field. At the bottom is a large blue 'Sign Up >' button. A red arrow points to this button with the text 'Select "Sign Up" when done'.

COMPLETE THE APPLICANT CONTACT INFORMATION. You must first set up an online profile of the **Applicant** (the person creating the record). You will only need to set up the applicant profile **once** if you are registering multiple properties. Complete this page and select next: complete:

The screenshot shows the 'Confirm your contact information' page. The header includes the Baltimore City Department of Housing & Community Development logo, 'My Account', 'Search', and a user profile 'Mary'. The page title is 'Confirm your contact information' and it indicates 'Step 1 of 7'. Below the title is a sub-header 'Property Registration and Rental Licensing'. The main content area contains several input fields: 'First Name' (Mary), 'Last Name' (Smith), 'Email address' (marysmith1234@yahoo.com), 'Phone Number' (410-123-4567), 'Address 1' (123 Main St), 'Address 2 (Optional)', 'City' (Baltimore), 'State' (MD), and 'ZIP/Postal Code' (21202). At the bottom right are 'Next >' and 'Revert' buttons. A red box with the text 'Select "NEXT" when completed' has an arrow pointing to the 'Next >' button.

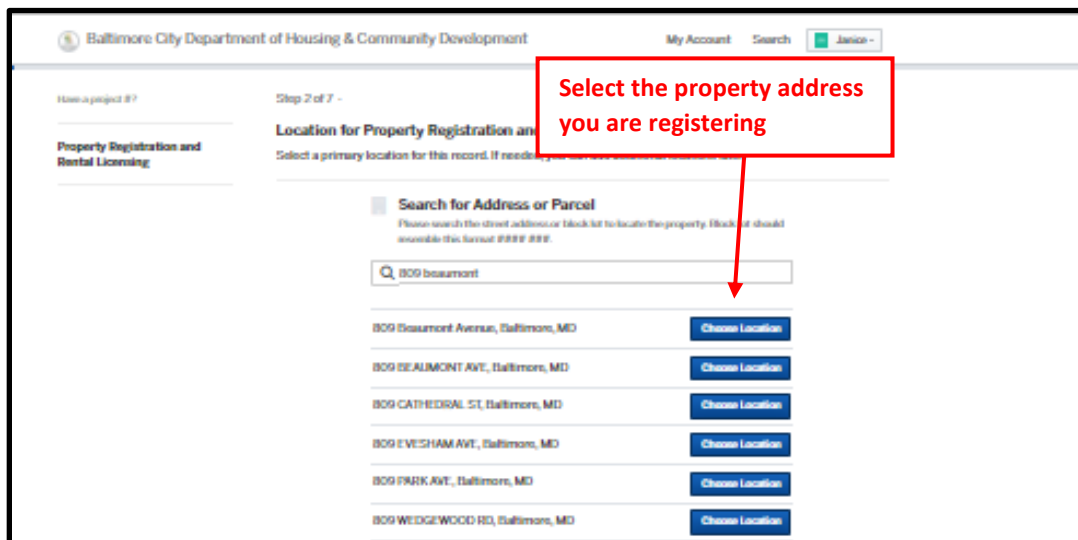
Instructions for Completing a New Online Property Registration in OpenGov

STEP 2. ADDING PROPERTIES: Enter the address of the property you are registering under **SEARCH FOR ADDRESS OR PARCEL**



The screenshot shows the Baltimore City Department of Housing & Community Development website. The user is on "Step 2 of 7" titled "Location for Property Registration and Rental Licensing". The page instructs the user to "Select a primary location for this record. If needed, you can add additional locations later." A section titled "Search for Address or Parcel" contains a search box with the placeholder text "Start searching...". A red callout box with the text "Enter property address" has an arrow pointing to the search box. At the bottom of the page, there are "Back" and "Next" navigation buttons.

SELECT THE PROPERTY: Multiple addresses will be listed. **Be sure to select the correct property address.** Some properties may be listed more than once. If the property address is not listed, please contact our office.



The screenshot shows the same interface as the previous one, but now with search results. The search box contains the text "809 Beaumont". Below the search box, a list of addresses is displayed, each with a "Choose Location" button to its right. A red callout box with the text "Select the property address you are registering" has an arrow pointing to the first result, "809 Beaumont Avenue, Baltimore, MD".

Address	Action
809 Beaumont Avenue, Baltimore, MD	Choose Location
809 BEALMONT AVE, Baltimore, MD	Choose Location
809 CATHEDRAL ST, Baltimore, MD	Choose Location
809 EVESHAM AVE, Baltimore, MD	Choose Location
809 PARK AVE., Baltimore, MD	Choose Location
809 WEDGEWOOD RD, Baltimore, MD	Choose Location


Instructions for Completing a New Online Property Registration in OpenGov

VERIFY THE OWNER INFORMATION: NOTE - If no ownership information populates, go to the previous page (select BACK) and see if there is another selection for the same address. Owner information **MUST** populate on this page.

Ignore "UNIT" below unless the property is a condominium unit. (Note: The condominium database is in the process of being updated. You may have to wait to register condo units..

Step 2 of 7 · Save Draft and Exit

Location for Property Registration and Rental Licensing

 **809 BEAUMONT AVE**
Baltimore, MD 21212

Unit

Property Owner Information

Name

Phone Number Email

Street # Street Name Unit

City State Zip Code

Property Data Year built MBL
Lot Area 51736021

Complete all fields. Ignore "UNIT" unless the property is a condominium unit.

Instructions for Completing a New Online Property Registration in OpenGov

VERIFYING OWNER INFORMATION

Department of Housing & Community Development My Account Search Janice -

Step 2 of 7 - Save Draft and Exit

Location for Property Registration and Rental Licensing

809 BEAUMONT AVE
Baltimore, MD 21212-4315

Unit
No Unit

Property Owner Information

Name
BANKS, ANGIE

Phone Number
410-396-3575

Email
ANGELE...

Street #
809

Street Name
BEAUMONT AVE

City
Baltimore

State
Maryland

21222

Property Data

Year built	MBL
Lot Area	51736021
Occupancy	Zoning
Water	R-3
	Book Page
	Building Type
	Sewage

< Back Next >

If the property is owned by an LLC or company, the company name must be listed as the owner.

The correct Owner information **MUST** populate on this page. If the owner NAME that populates is incorrect, please correct it and submit a copy of your HUD1/or settlement sheet at the end of the application. You may also update the mailing address, phone number and email address in the correct fields.

NOTE: Anytime during the application process, you may SAVE your entries as a draft and return to complete the application later. PLEASE DO NOT SUBMIT A DUPLICATE APPLICATION!!!

Step 2 of 7 - Save Draft and Exit

Location for Property Registration and Rental Licensing

809 BEAUMONT AVE
Baltimore, MD 21212-4315

Change Location ^

Unit
No Unit v

Property Owner Information

Name
BANKS, ANGIE

Instructions for Completing a New Online Property Registration in OpenGov

STEP 3. PROPERTY INFORMATION. Please review and answer all questions carefully!!! incorrect responses may result in a delay of your application being processed and delay your rental license being issued.

If you **have** an existing hard copy of a rental license that has not expired, you do not need to upload copies of your inspection hard reports. You will only need to pay your registration fees for the current year.

If you **do not** have a current, existing rental license, you will need to obtain and submit inspection reports for each unit and complete the lead certification section in order to obtain a rental license.

If the property is not a rental, no inspection is required.

Department of Housing & Community Development

Step 3 of 10 -

Application Information

Hover over the question mark bubble for additional information

Is this a rental property? *

Yes

As part of this application do you wish to renew a rental license OR obtain a new rental license? * ⓘ

Yes

Do you have an ACTIVE (unexpired) existing Rental License? * ⓘ

No

Applicant Type *

Responsible Person

Ownership Type * ⓘ

Sole Owner

Property Type *

1 or 2 Family Dwelling

Confirm Owner Phone Number *

410-396-3757

Will this property be rented as a commercial or residential unit? *

Residential

Did the ownership information on the previous page prepopulate with the CORRECT OWNER NAME? *

Yes

Is there a Property Manager or Managing Operator associated with this property? *

Yes

< Back

Next >

Select "YES" only if you are applying for a NEW rental first time rental license or if you are renewing a current, unexpired license.

Select "NO" if the property is not a rental property OR if you are not renewing your rental license at this time.

Instructions for Completing a New Online Property Registration in OpenGov

STEP 4. ADD PROPERTY MANAGER OR MANAGING OPERATOR (if applicable)

Department of Housing & Community Development My Account Search Janice

Step 4 of 10 - Save Draft and Exit

Property Manager or Managing Operator Information

If Applicable

Name

Address

City

State

Zip Code

Telephone

Email Address

[Back](#) [Next](#)

STEP 5. UNIT COUNTS. Enter the correct unit counts for the property.

Department of Housing & Community Development My Account Search Janice

Step 5 of 10 - Save Draft and Exit

Property Information

Hover over the question mark bubble for additional information

Dwelling Units: A Single-Family home is considered "1" dwelling unit. The number of kitchens in a property is an indicator of the number of dwelling units.

Rooming Units: The number of rooms being rented. Hotels and Motels should use Rooming Units.

Efficiency Units: A smaller dwelling unit (must be zoned as an efficiency unit) where the living space is confined to one area.

Dwelling Units *

Rooming Units *

Efficiency Units *

Is this an owner occupied property? *

Is this a religious, charitable, or government owned property? *

Total Unit Count (calculated)

[Back](#) [Next](#)

Instructions for Completing a New Online Property Registration in OpenGov

STEP 7. LEAD CERTIFICATION INFORMATION. All rental properties are required to submit MDE (Maryland Department of the Environment) issued lead certification information in order to receive a rental license. You **DO NOT** need to submit a copy of the lead certificate unless it is requested by a property registration staff member. You will only need **the tracking number and certificate number** from the lead certificate.

The screenshot shows the 'Lead Certification' step of an online registration process. The page header includes 'Department of Housing & Community Development', 'My Account', 'Search', and a user profile for 'Janice'. The main content area is titled 'Step 7 of 10' and includes a 'Save Draft and Exit' link. The form contains the following fields:

- 'Was this property built BEFORE 1978? *' with a dropdown menu set to 'Yes'.
- 'Is the property/unit certified lead free or limited lead free? *' with a dropdown menu set to 'Yes'.
- 'Is the property/unit certified registered with the Maryland Department of Environment (MDE)? *' with a dropdown menu set to 'Yes'.
- 'Please provide your MDE tracking number *' with a text input field containing '25622577'.
- 'Please provide Lead Inspection Certificate Number for current tenancy (required under 6-81(c) of the MD. Ann. Code Environmental Article): *' with a text input field containing '506841'.

Navigation buttons for '< Back' and 'Next >' are located at the bottom of the form.

STEP 8. ACKNOWLEDGEMENT. Sign a digital copy of the acknowledgement.

The screenshot shows the 'Acknowledgement' step of the online registration process. The page header includes 'Baltimore City Department of Housing & Community Development', 'My Account', 'Search', and a user profile for 'Janice'. The main content area is titled 'Step 8 of 10' and includes a 'Save Draft and Exit' link. The form contains the following elements:

- A sidebar on the left with the text 'Have a project #?' and 'Property Registration and Rental Licensing'.
- A declaration text: '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 authorized 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 *' with a dropdown menu showing 'Angie Banks' and a 'Clear' link.

Navigation buttons for '< Back' and 'Next >' are located at the bottom of the form.

Instructions for Completing a New Online Property Registration in OpenGov

STEP 9. ADDING ADDITIONAL PERSONS. You may add up to (10) additional persons on the who will be able to access the registration record. They cannot be added until *after* the application is submitted.

The screenshot shows the 'Step 9 of 10' interface for adding guests. At the top, it says 'Department of Housing & Community Development' and 'My Account Search' with a user profile for 'Janice'. The main heading is 'Please add all relevant parties as Guests AFTER SUBMITTING this application'. Below this, it lists 'Guests include Property Owner, Responsible Person, Property Manager, and Resident Manager, etc.'. There is a 'Guests (0)' section with a text input field for 'Enter guest's email here...' and a 'Grant Access' button. Navigation buttons for 'Back' and 'Next' are at the bottom.

STEP 10. ATTACHING DOCUMENTS. You are only required to attach a copy (or copies) of your passing inspection reports here *if you are renewing your rental license or obtaining a first-time rental license*. Attach a copy of the HUD1/settlement document here only if the ownership information did not populate correctly or if it is a newly acquired property.

The screenshot shows the 'Step 10 of 10' interface for attaching documents. It includes a 'Passing Inspection Report(s)' section with a 'Required' tag and a 'File' column. A red box with an arrow points to this section with the text 'Attach inspection report(s) here only if required'. Below it is a 'Copy of HUD1 or Settlement Sheet' section with a 'No file uploaded' status and an 'Upload' button. A red box with an arrow points to this section with the text 'Attach HUD1 here only if required'. Navigation buttons for 'Back' and 'Next' are at the bottom.

Instructions for Completing a New Online Property Registration in OpenGov

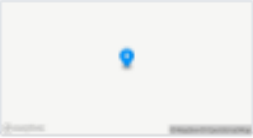
REVIEW YOUR APPLICATION. Carefully review your responses prior to submitting your application. Once submitted, you cannot make any changes. Updates must be made by the Property Registration staff.

Department of Housing & Community Development My Account Search Janice -

[Save Draft and Exit](#)

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

Need more time to complete your application? Select **Save as a draft** until you are ready to submit.

Contact Information Edit ...	Janice Bethel Email address angelecia.banks@baltimorecity.gov 4107773566 Mailing Address 417 E Fayette St Suite 100 , Baltimore, MD 21222
Location Edit ...	809 BEAUMONT AVE Baltimore, MD 21212-4315  Property Owner BANKS, ANGIE
Application Information Edit ...	Is this a rental property? * Yes As part of this application do you wish to renew a rental license OR obtain a new rental license? * <input checked="" type="radio"/> Yes Do you have an ACTIVE (unexpired) existing Rental License? * <input type="radio"/> No Applicant Type * Responsible Person Property Type * 1 or 2 Family Dwelling Ownership Type * <input checked="" type="radio"/> Sole Owner Confirm Owner Phone Number * 410-396-3757 Will this property be rented as a commercial or residential unit? * Residential

Instructions for Completing a New Online Property Registration in OpenGov

REVIEW YOUR APPLICATION (con'd)

Department of Housing & Community Development My Account Search

Did the ownership information on the previous page prepopulate with the CORRECT OWNER NAME? *
Yes

Is there a Property Manager or Managing Operator associated with this property? *
Yes

Property Manager or Managing Operator Information Edit ...	Name	Address
	--	--
	City	State
	--	--
	Zip Code	Telephone
--	--	
Email Address		
--		

Property Information
[Edit ...](#)

Dwelling Units: A Single-Family home is considered "1" dwelling unit. The number of kitchens in a property is an indicator of the number of dwelling units.

Rooming Units: The number of rooms being rented. Hotels and Motels should use Rooming Units.

Efficiency Units: A smaller dwelling unit (must be zoned as an efficiency unit) where the living space is confined to one area.

Dwelling Units * @	Rooming Units * @
1	0
Efficiency Units * @	Is this an owner occupied property? * @
0	No the owner does not live in this property

Is this a religious, charitable, or government owned property? *
No

Instructions for Completing a New Online Property Registration in OpenGov

CONFIRM AND SUBMIT YOUR APPLICATION! NOTE: You will only need to submit copies of inspection reports and enter lead certification information IF you are renewing a license or applying for a first time rental license.

Please add all relevant parties as Guests AFTER SUBMITTING this application
[Edit ...](#)

Attachments
[Edit ...](#)

Attachment	File
Passing Inspection Report(s) Required All applications for Rental Licenses must include a copy of the most recently passed inspection report for the required number of units, in the event there is more than one unit. Please refer to the MFD chat as necessary	213 S Hilton st inspection.pdf Uploaded on Jul 27, 2022 at 3:47 am
Copy of HUD1 or Settlement Sheet IF YOU MADE ANY CHANGE TO THE OWNER NAME YOU MUST ATTACH THE HUD1 or Settlement Sheet	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 >](#)

- You will receive an email that your application has been submitted.
- You will receive an email to log back in to your account to pay your 2022 registration fee.

Instructions for Completing a New Online Property Registration in OpenGov

PAYING THE REGISTRATION FEE. You may now pay online by check online without a check charge or pay by credit card with a fee.

Baltimore City Department

My Account Search Janice

Property Registration and Rental Licensing

105727

Your Submission
Attachments
Guests (0)

Rental Property Registration Fee

Due Now. Please make a payment in order to continue.
Do you have a question? Did something go wrong? Send us a message by [Clicking Here!](#)

Property Registration and Rental Licensing	
Dwelling Unit Count Fee	\$30.00
Total Fee Amount	\$30.00

Payment Method

Pay with a Credit Card
\$1.89 processing fee

Pay using your bank account
No processing fee

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

Amount Due	\$30.00
Total Payment Amount	\$30.00

Ask a question about this

Send Message

You may now pay by check online without a fee (recommended). If you opt to mail in payment, please include your property registration number on you check or money order and make check payable to: **Director of Finance.**

MAILING ADDRESS:

Property Registration Office
417 E. Fayette St, Room 100
Baltimore, MD 21202

Instructions for Completing a New Online Property Registration in OpenGov

REGISTRATION CONFIRMATION. You will receive a Confirmation email once your application has been completed. You will *not* receive this confirmation until your payment has been made.

The screenshot shows the 'Registration Confirmation' page for property registration and rental licensing. The page header includes 'Property Registration and Rental Licensing' and the ID '105727'. A sidebar on the left lists navigation options: 'Your Submission', 'Attachments', 'Guests (0)', 'Rental Property Registration Fee', 'Registration Confirmation' (highlighted), and 'Rental License'. The main content area features the title 'Registration Confirmation' and a green status message: 'Issued. Your document is ready.' Below this, it asks if the user has a question and provides a 'Clicking Here!' link. The document is issued on 'Jul 27, 2022' and expires on 'Dec 31, 2022'. A 'Print your document' section includes the instruction 'Print this document and retain for your records.' and a blue 'Print Document' button. At the bottom, there is an 'Ask a question about this' section with a text input field and a 'Send Message' button.

RENTAL LICENSE. Once all questions have been answered correctly and payment has been made, your rental license will be issued and can be printed.

The screenshot shows the 'Rental License' page for property registration and rental licensing. The page header includes the Baltimore City Department of Housing & Community Development logo, 'My Account', 'Search', and a date 'Jan'. The sidebar on the left lists navigation options: 'Property Registration and Rental Licensing', '105727', 'Your Submission', 'Attachments', 'Guests (0)', 'Rental Property Registration Fee', 'Registration Confirmation', and 'Rental License' (highlighted). The main content area features the title 'Rental License' and a green status message: 'Issued. Your document is ready.' Below this, it asks if the user has a question and provides a 'Clicking Here!' link. The document is issued on 'Jul 27, 2022' and expires on 'Jul 27, 2024'. A 'Print your document' section includes the instruction 'Print this document and retain for your records.' and a blue 'Print Document' button, which is highlighted by a red arrow. At the bottom, there is an 'Ask a question about this' section with a text input field and a 'Send Message' button.