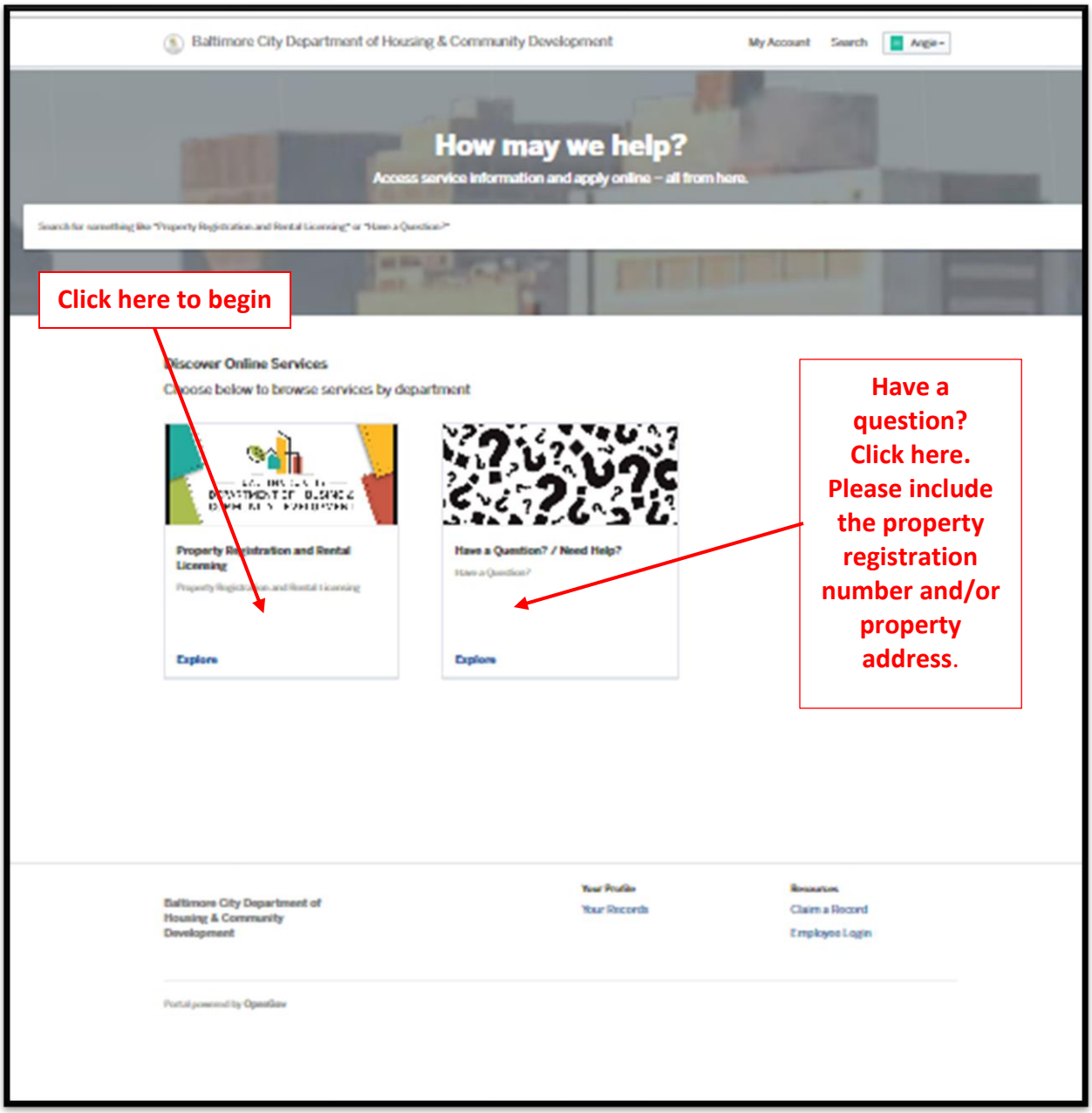
Instructions for Completing a New Online Property Registration in OpenGov

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

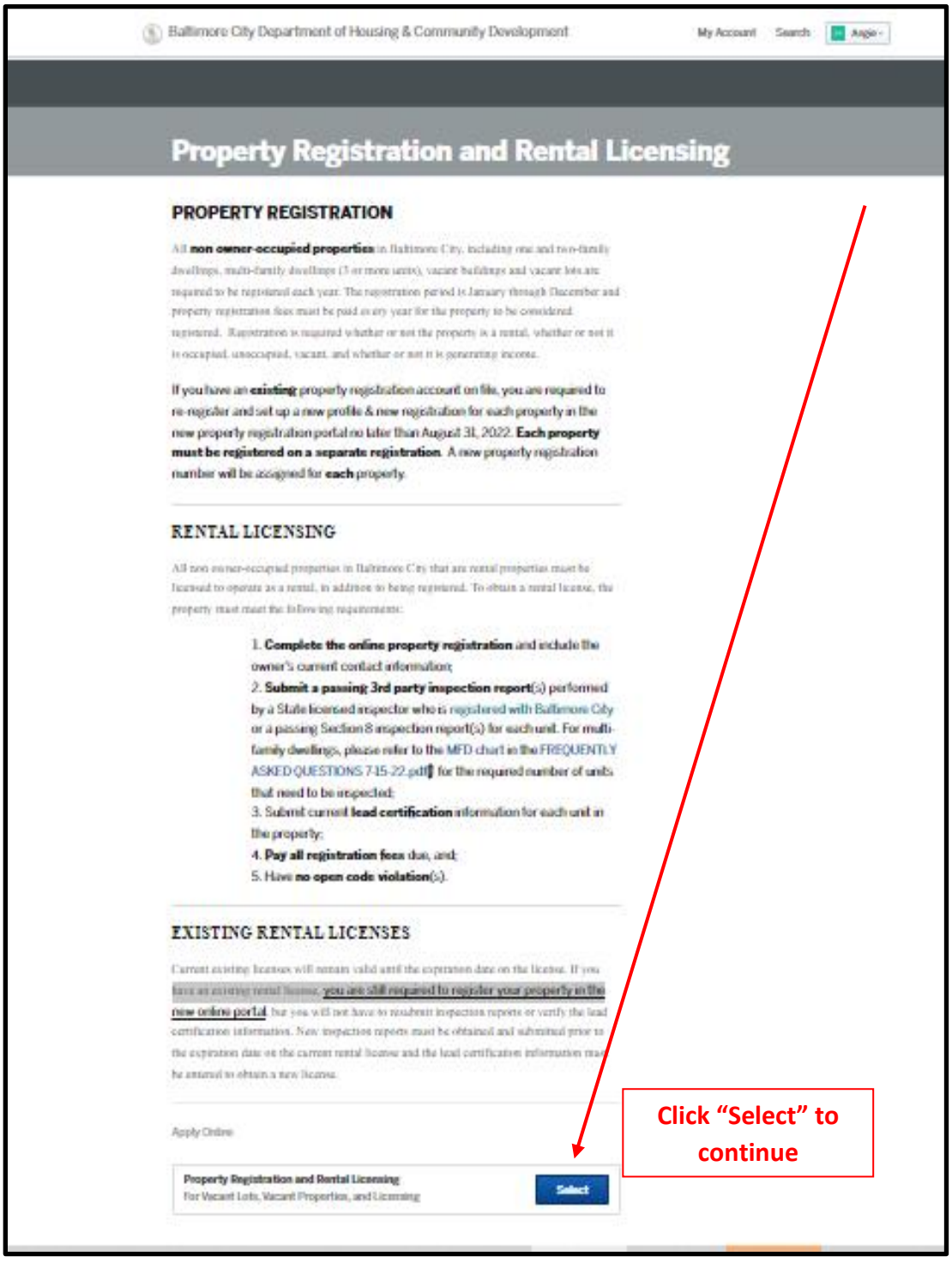
Welcome to the New Property Registration Portal!

LANDING PAGE:

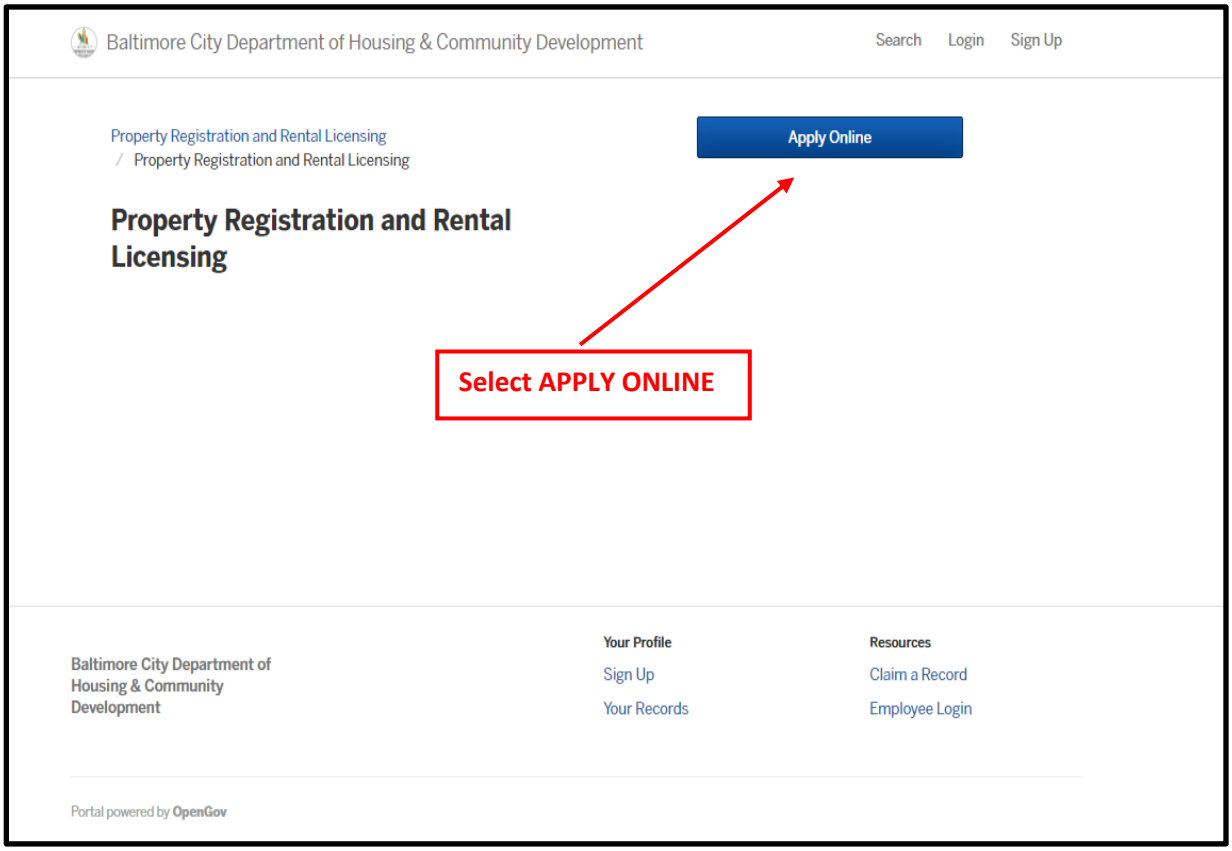


Instructions for Completing a New Online Property Registration in OpenGov

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.

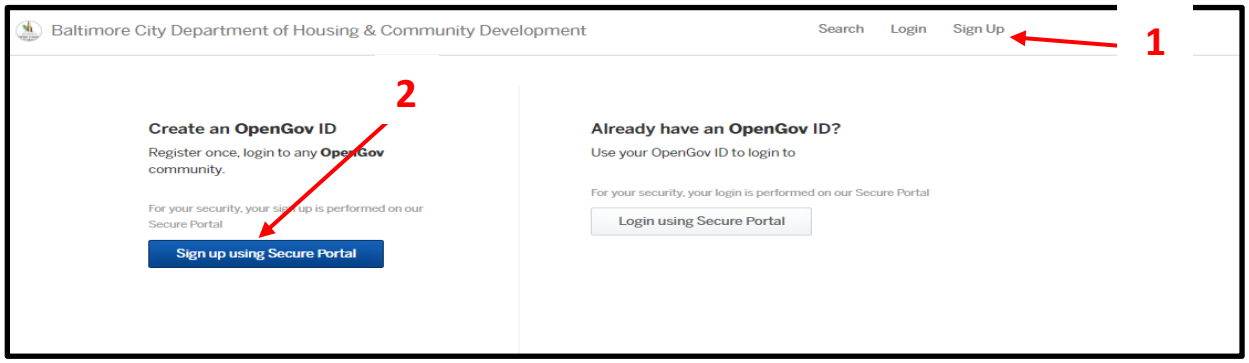


STARTING THE APPLICATION PROCESS

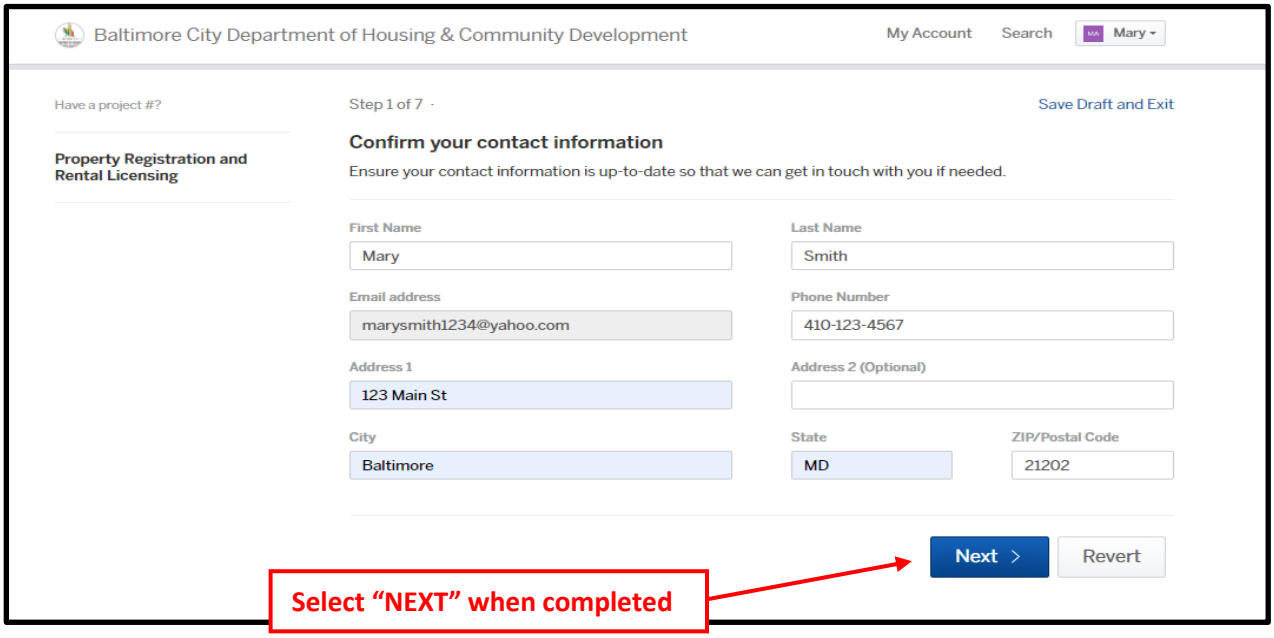


STEP 1. CREATING A NEW ONLINE ACCOUNT

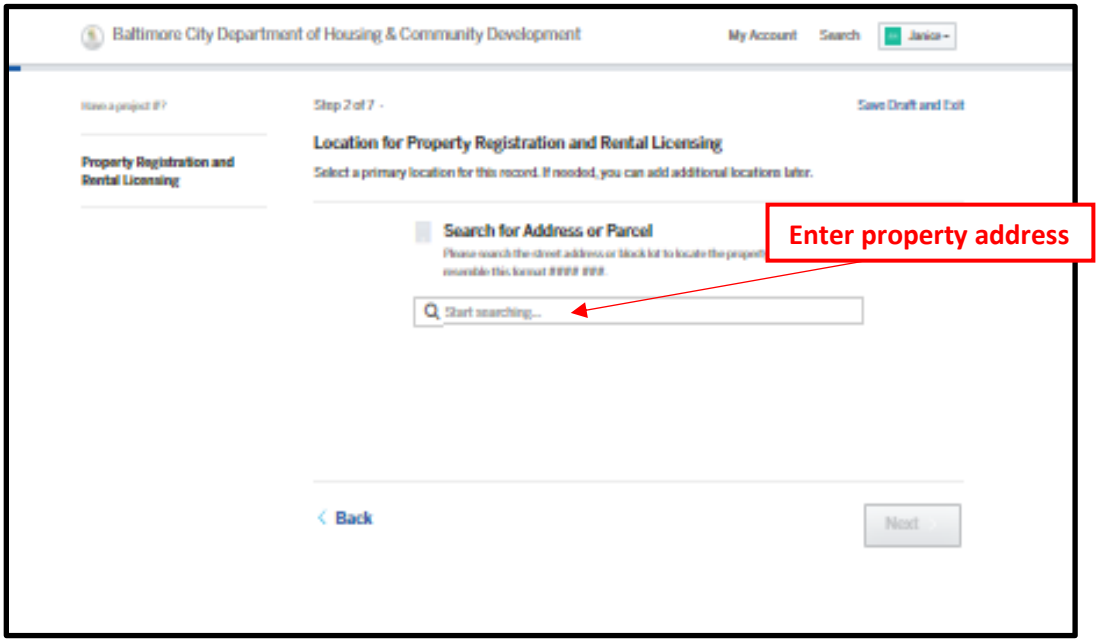
(1) **Select "SIGN UP"** at the top of the right side of the screen to create a new first-time account.
(2) **Select "Sign up using Secure Portal"** under Create an OpenGov ID.
(3) **Select Sign Up" on the Citizen Services page. "**
(4) Enter an email address and create a new password. The password you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



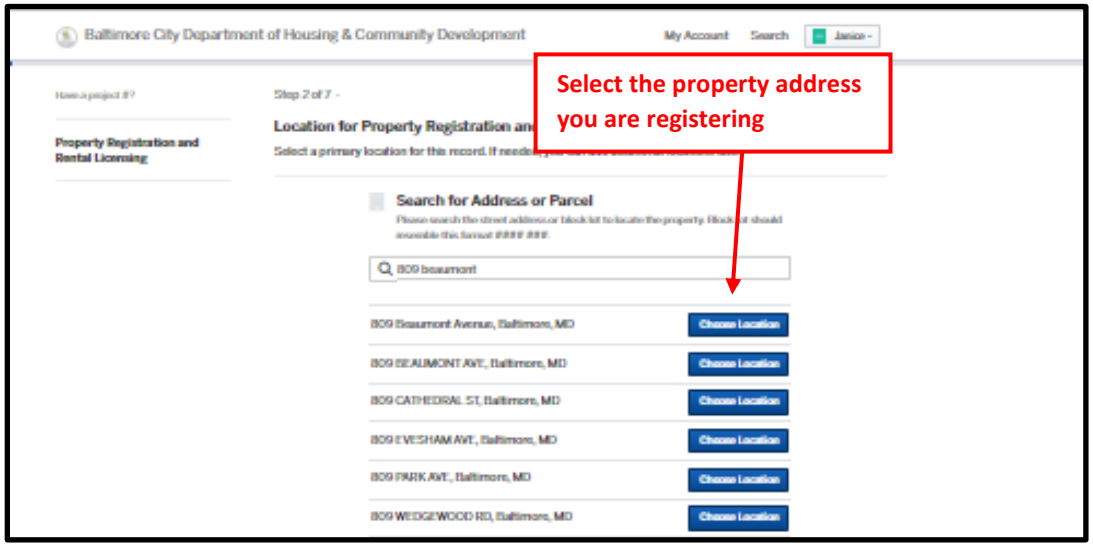
COMPLETE THE APPLICANT CONTACT INFORMATION. You must first set up an online profile of the **Applicant** (the person creating the record). You will only need to set up the applicant profile **once** if you are registering multiple properties. Complete this page and select next: complete:



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

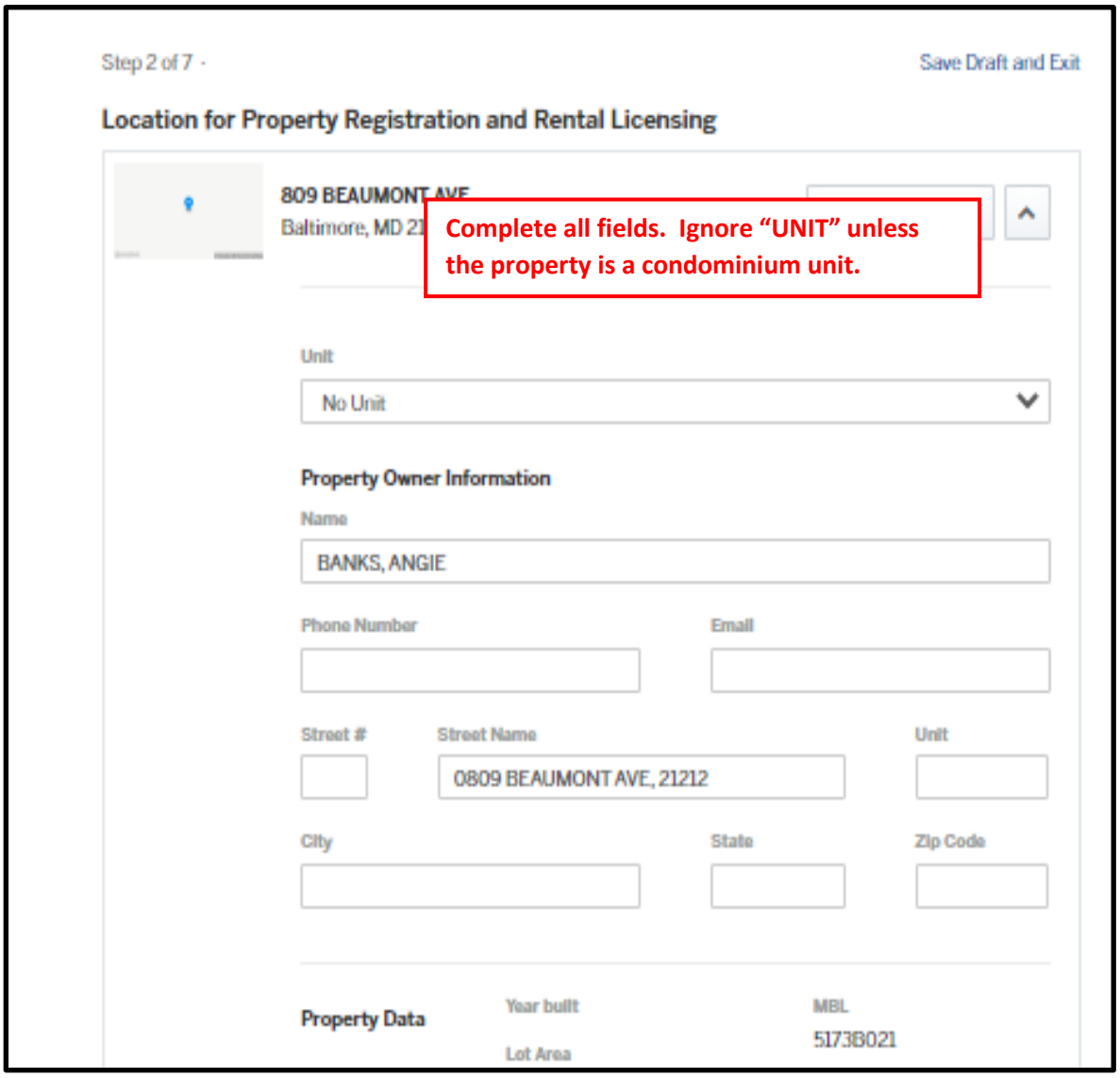


SELECT THE PROPERTY: Multiple addresses will be listed. **Be sure to select the correct property address**. Some properties may be listed more than once. If the property address is not listed, please contact our office.

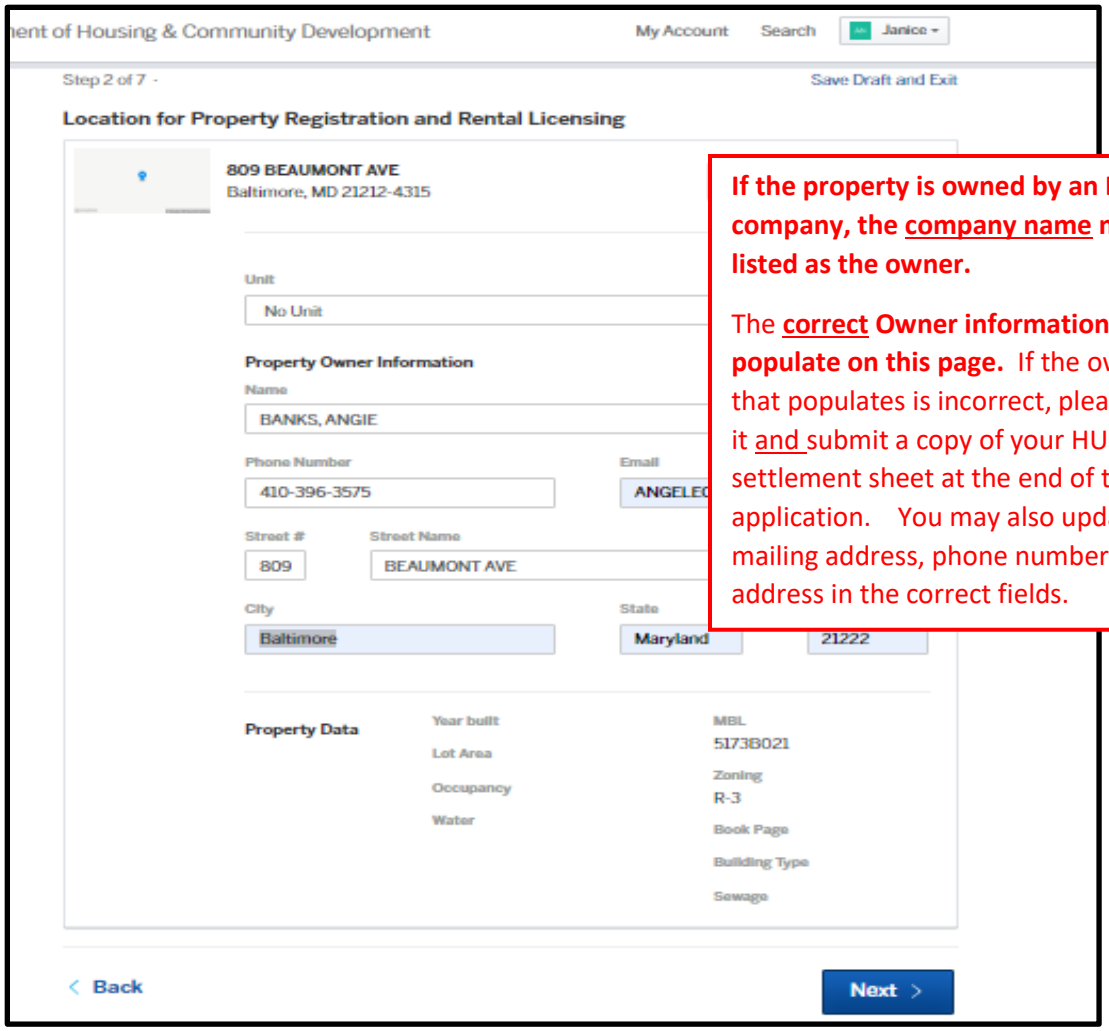


VERIFY THE OWNER INFORMATION: NOTE - If no ownership information populates, go to the previous page (select BACK) and see if there is another selection for the same address. **Owner information MUST populate on this page.**

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..



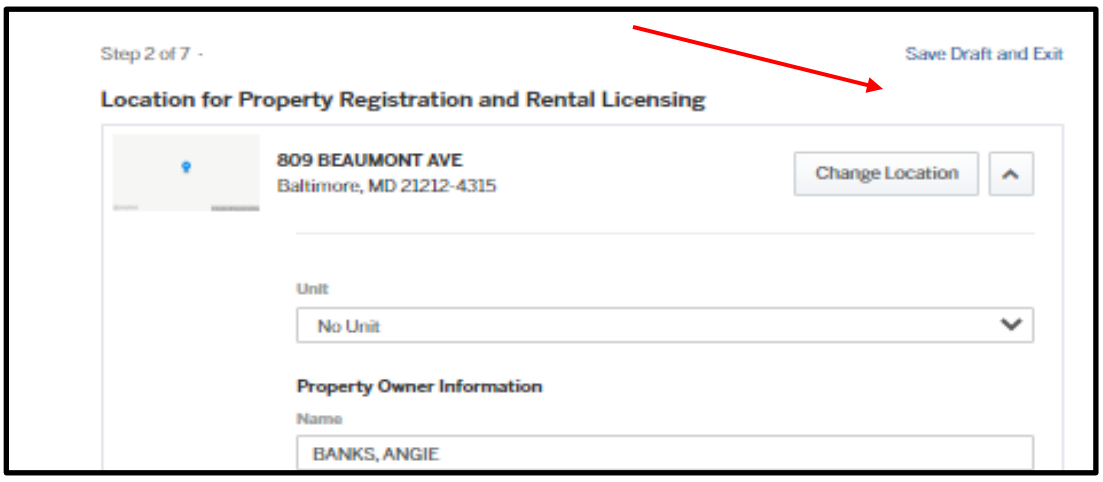
VERIFYING OWNER INFORMATION



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!!!

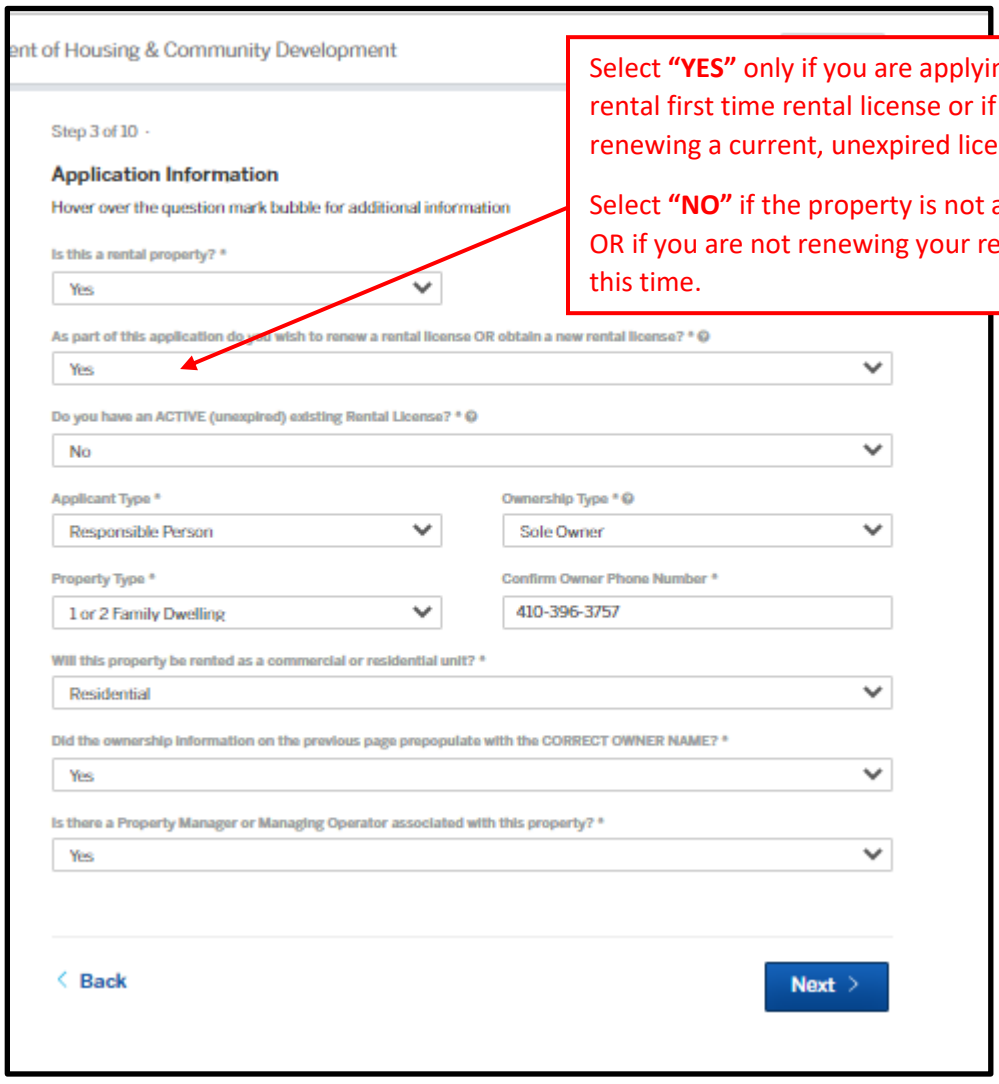


STEP 3. PROPERTY INFORMATION. Please review and answer all questions carefully!!! incorrect responses may result in a delay of your application being processed and delay your rental license being issued.

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 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.

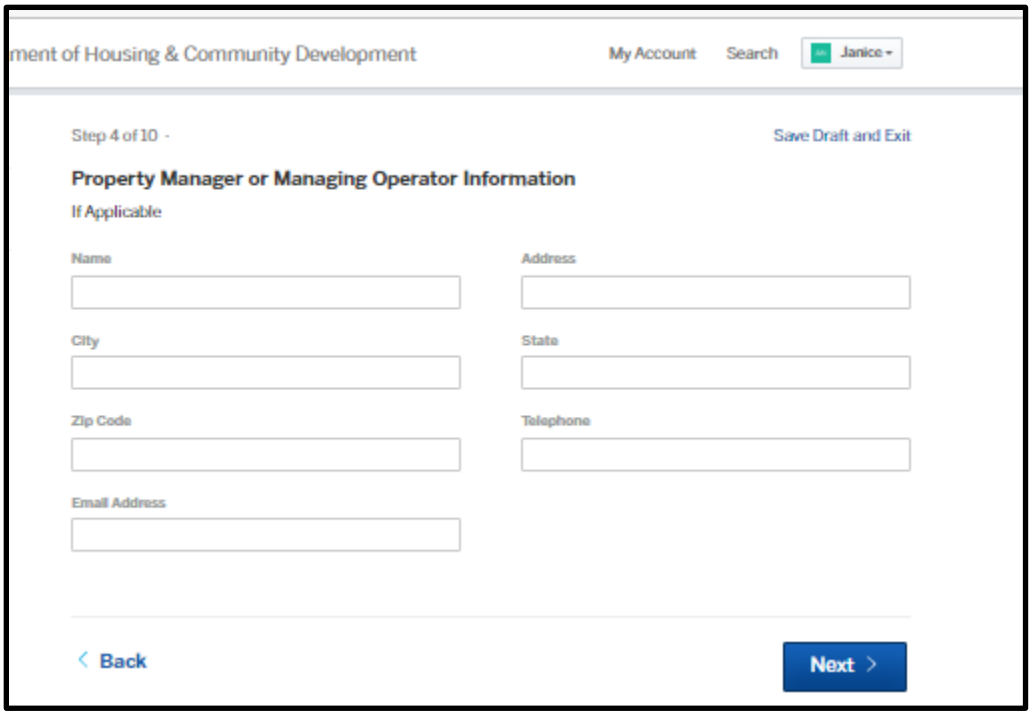
If the property is not a rental, no inspection is required.



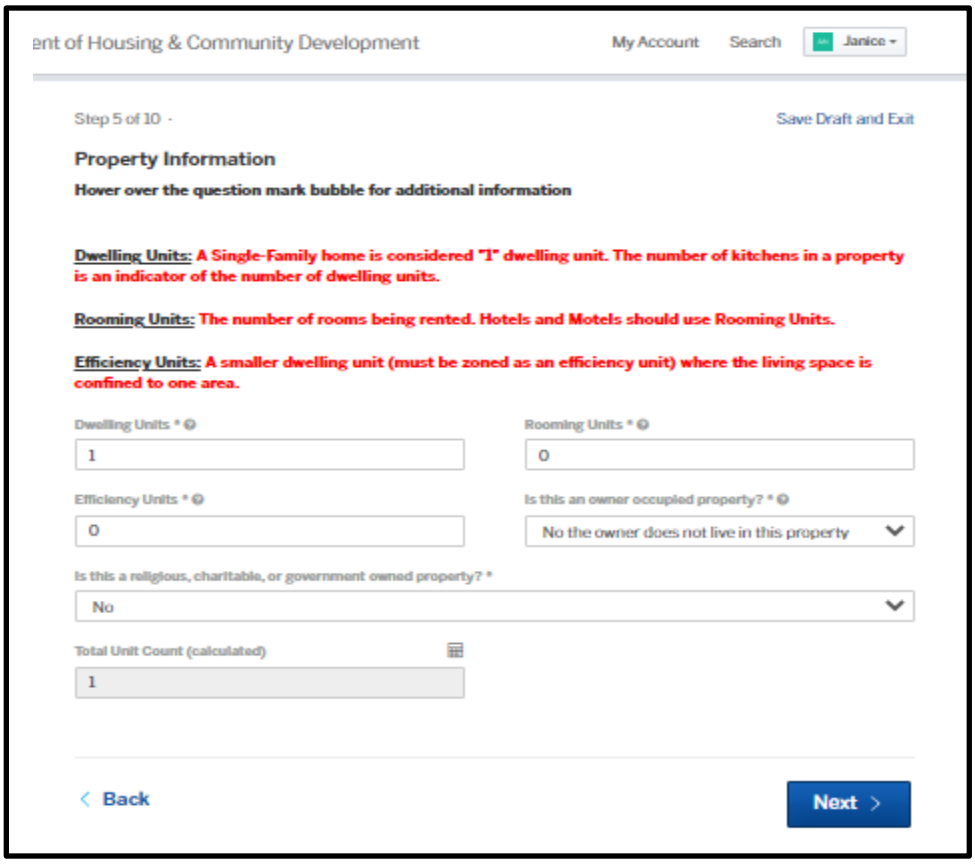
Select **"YES"** only if you are applying for a NEW rental first time rental license or if you are renewing a current, unexpired license.

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

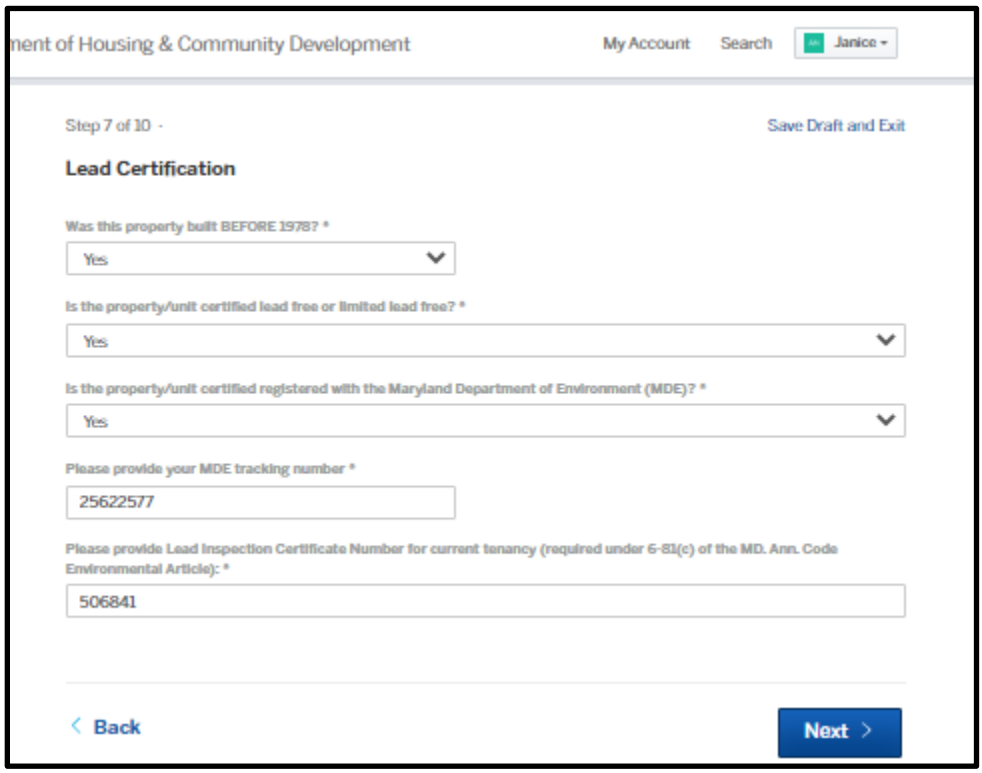
STEP 4. ADD PROPERTY MANAGER OR MANAGING OPERATOR (if applicable)



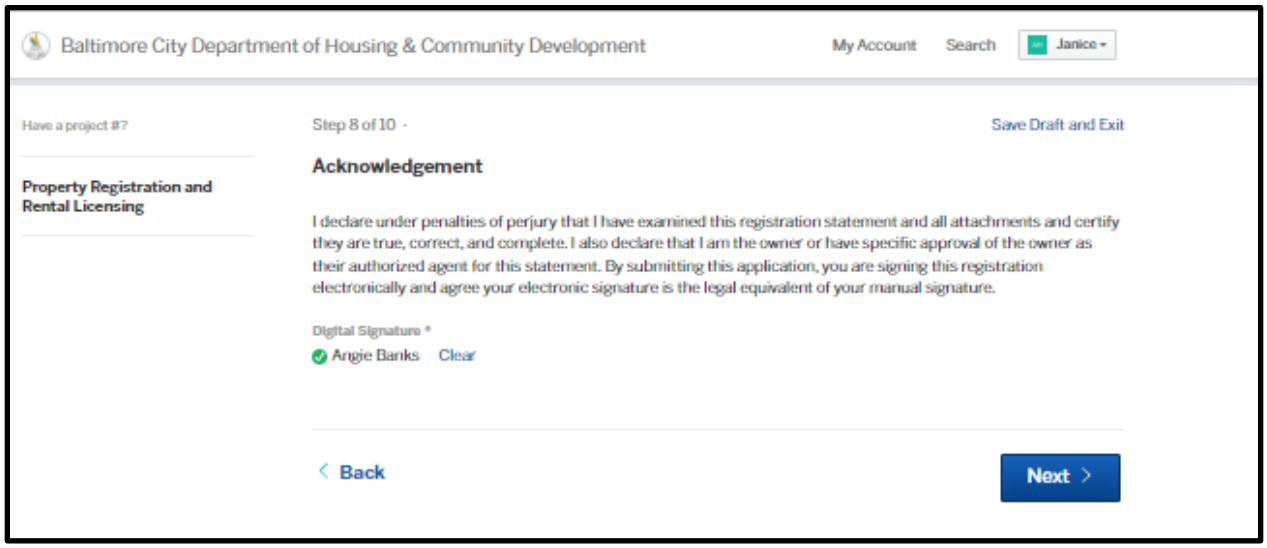
STEP 5. UNIT COUNTS. Enter the correct unit counts for the property.



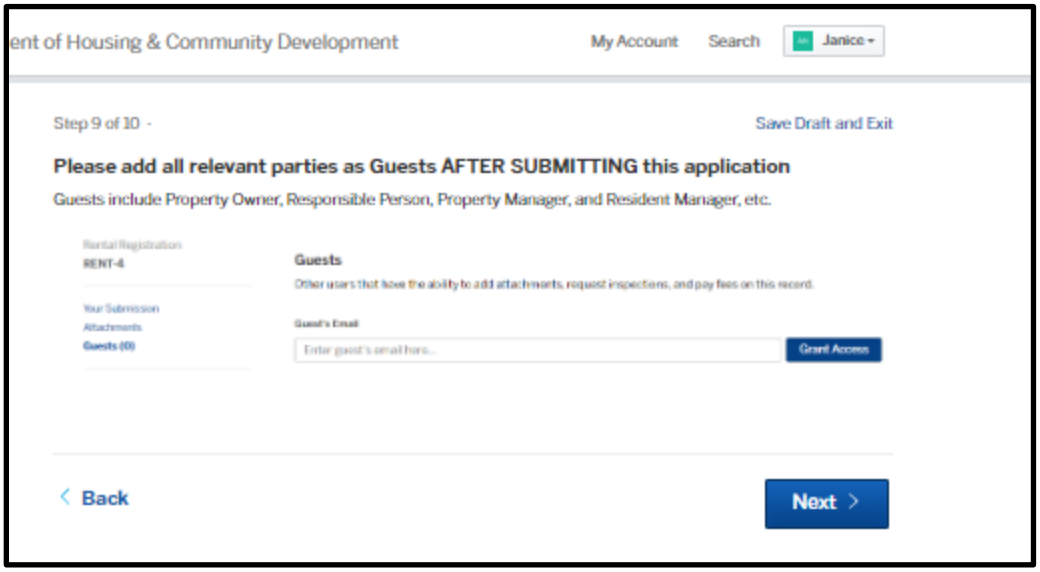
STEP 7. **LEAD CERTIFICATION INFORMATION.** All rental properties are required to submit MDE (Maryland Department of the Environment) issued lead certification information in order to receive a rental license. You **DO NOT** need to submit a copy of the lead certificate unless it is requested by a property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



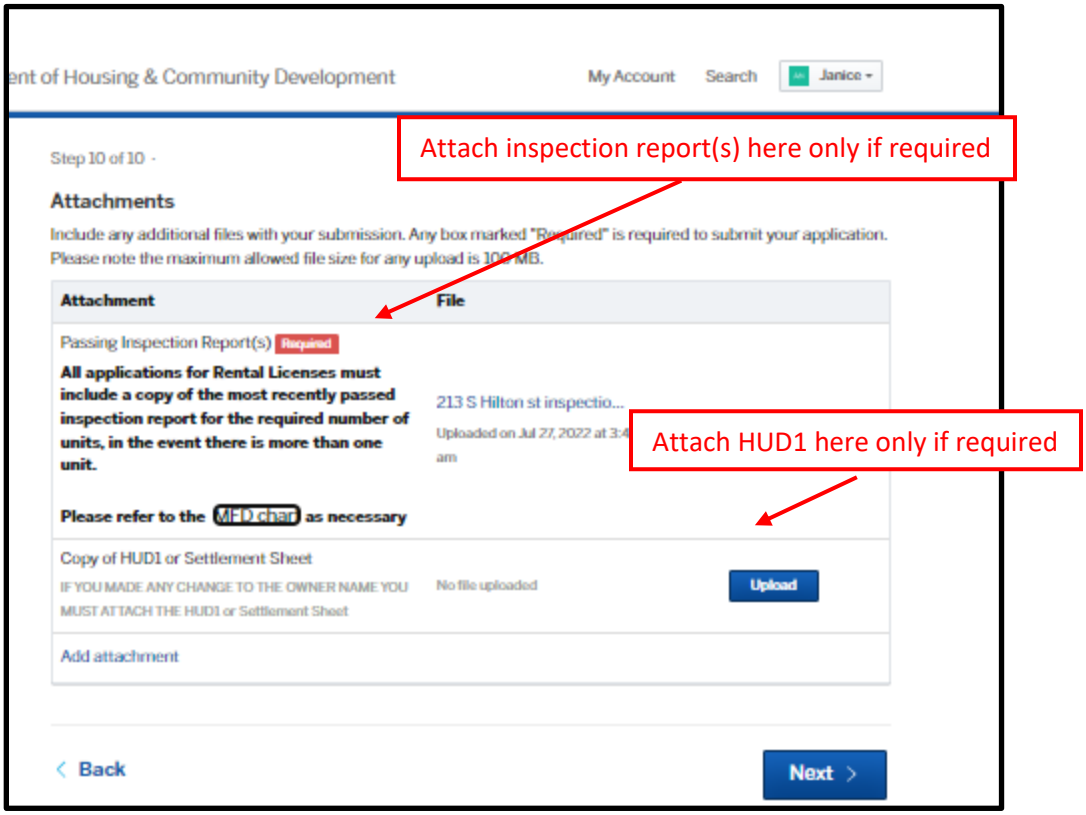
STEP 8. ACKNOWLEDGEMENT. Sign a digital copy of the acknowledgement.



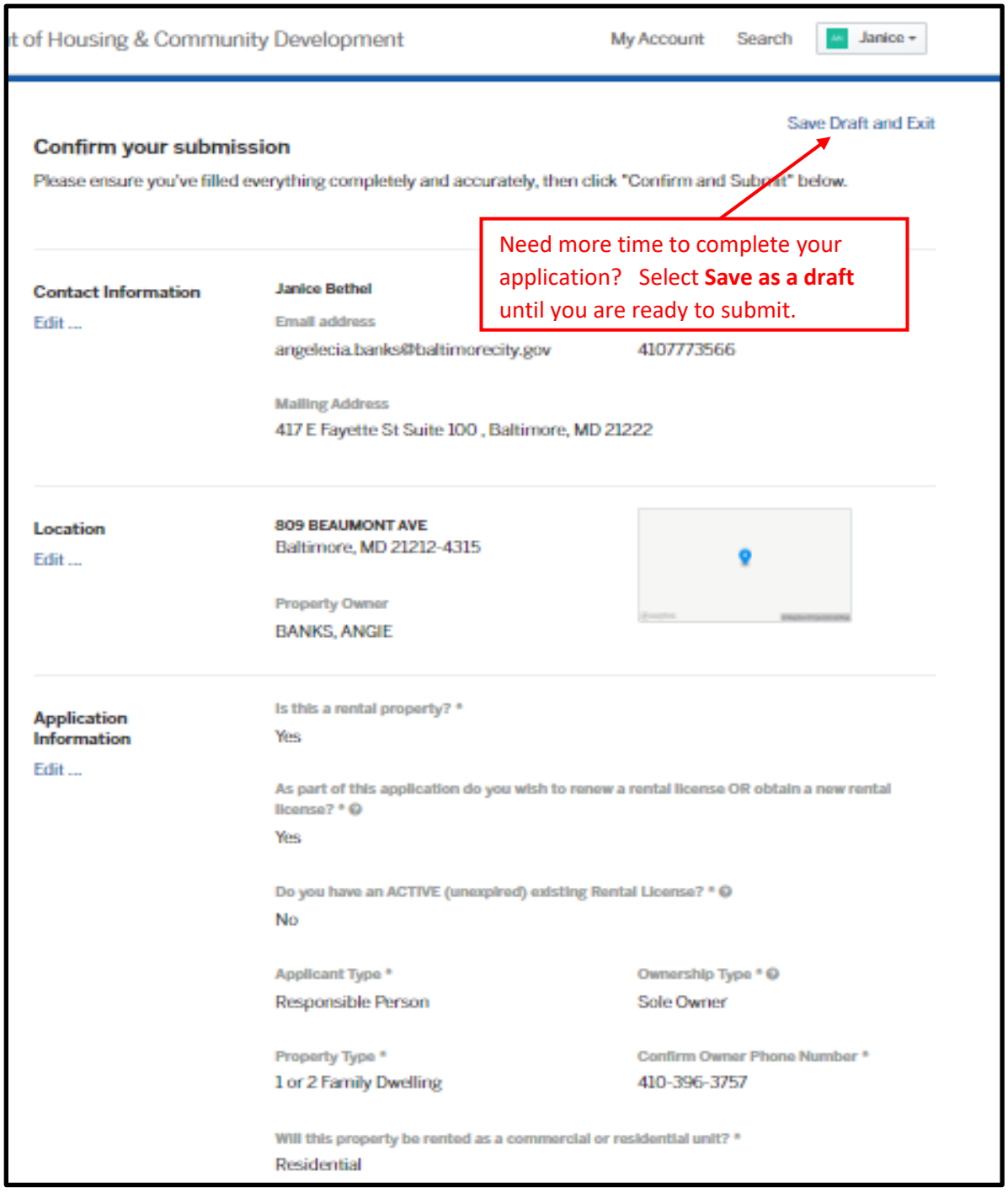
STEP 9. ADDING ADDITIONAL PERSONS. You may add up to (10) additional persons on the who will be able to access the registration record. They cannot be added until *after* the application is submitted.



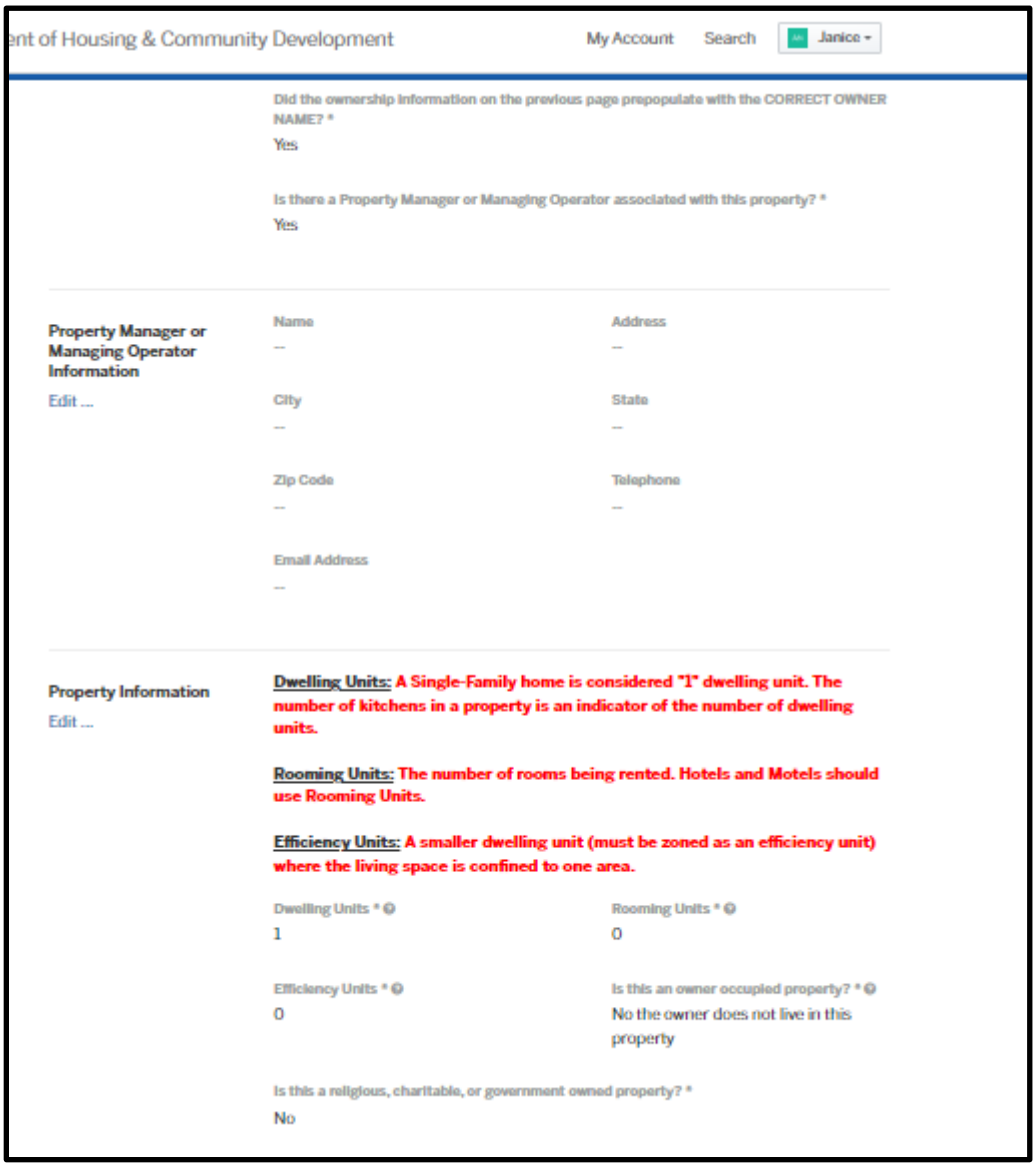
STEP 10. ATTACHING DOCUMENTS. You are only required to attach a copy (or copies) of your passing inspection reports here *if you are renewing your rental license or obtaining a first-time rental license.* Attach a copy of the HUD1/settlement document here only if the ownership information did not populate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



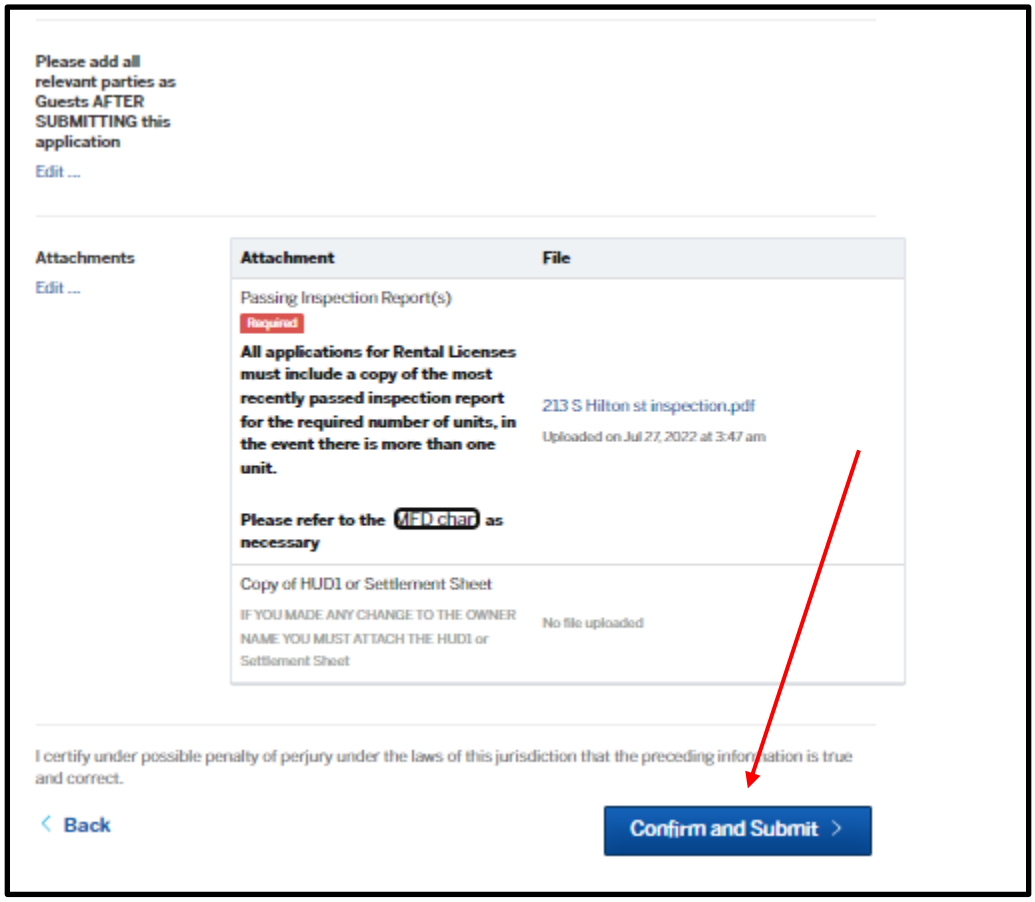
REVIEW YOUR APPLICATION. *Carefully review your responses prior to submitting your application.* **Once submitted, you cannot make any changes**. Updates must be made by the Property Registration staff.



REVIEW YOUR APPLICATION (con'd)

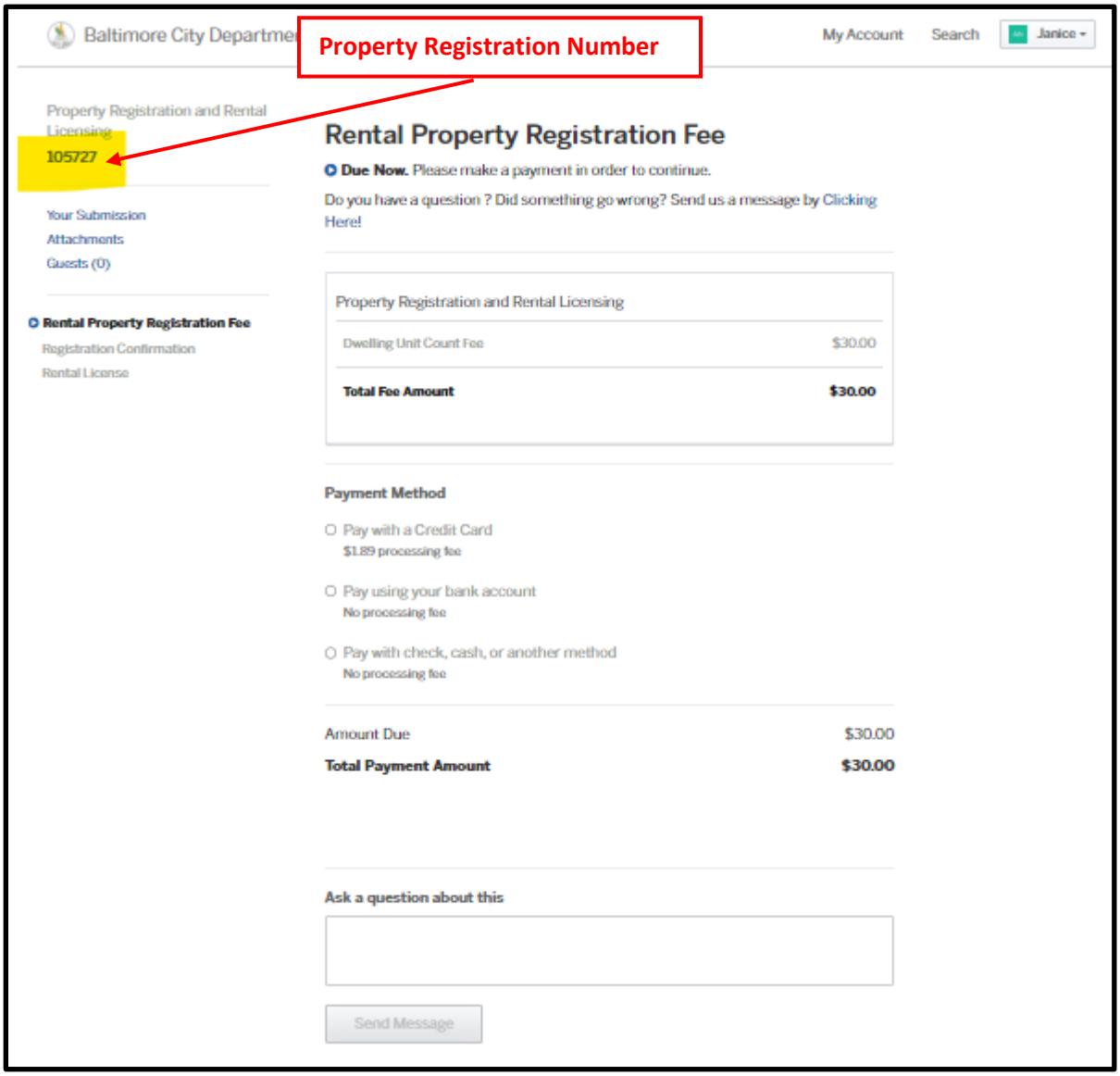


CONFIRM AND SUBMIT YOUR APPLICATION! NOTE: You will only need to submit copies of inspection reports and enter lead certification information IF you are renewing a license or applying for a first time rental license.



- 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.

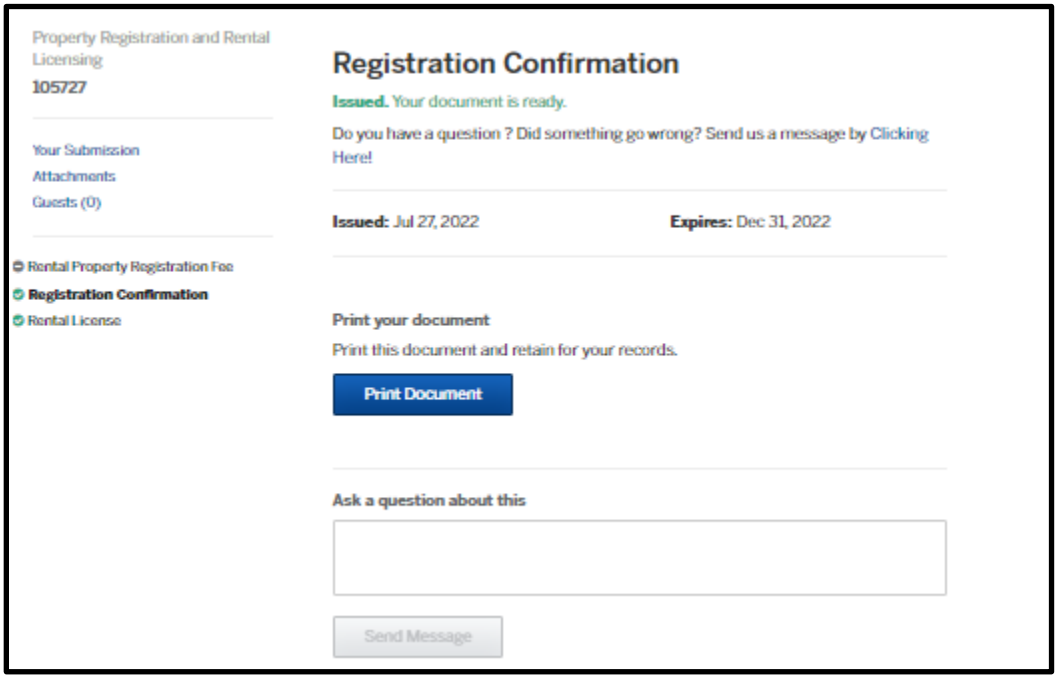
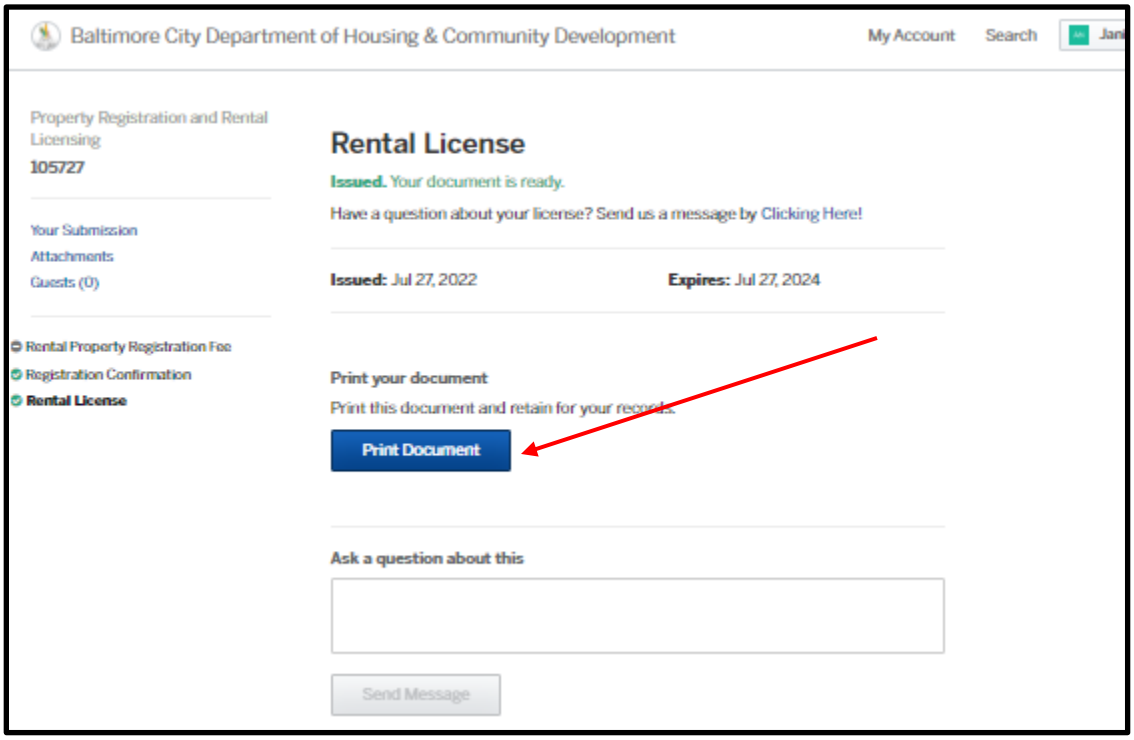
PAYING THE REGISTRATION FEE. You may now pay online by check online without a check charge or pay by credit card with a fee.



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

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.



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