

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

******You must have been previously issued a Short-Term Rental license to renew******

**You will need: (1) The property address; (2) Your CLAIM CODE sent to you via email;
(3) MD State Sales and Use Tax Number; (4) Payment of \$200**

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

To Begin:

- **Go to the website above (*). On the LANDING PAGE, select CLAIM A RECORD at the bottom of the page:**

Baltimore City Department of Housing & Community Development

Search Login Sign Up

How may we help?

Access service information and apply online – all from here.

Search for something like "Have a Question?" or "Property Registration and Rental Licensing"

Discover Online Services

Choose below to browse services by department



Short-Term Rental Registration and Licensing
Short Term Rental Registration

[Explore](#)



Property Registration and Rental Licensing
Property Registration and Rental Licensing

[Explore](#)



Have a Question? / Need Help?
Have a Question?

[Explore](#)

Baltimore City Department of Housing & Community Development

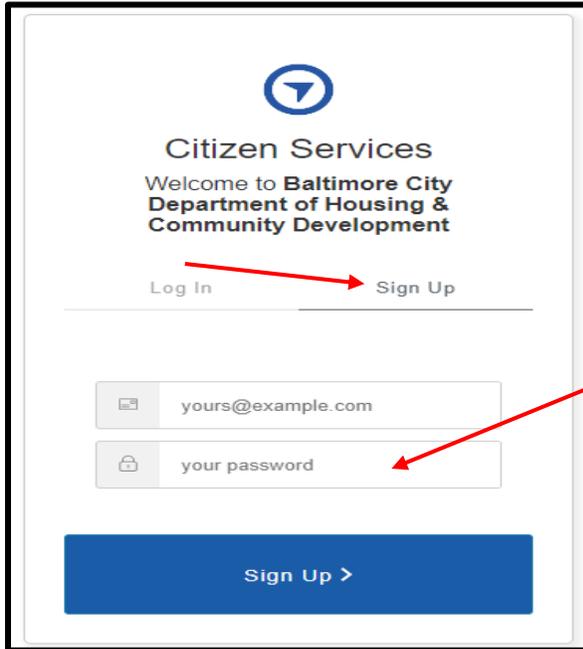
Your Profile
Sign Up
Your Records

Resources
[Claim a Record](#)
Employee Login

Portal powered by [OpenGov](#)

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

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



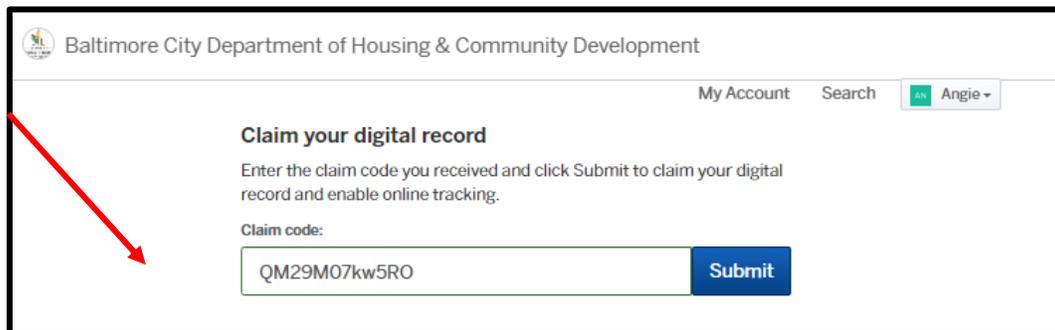
The screenshot shows the 'Citizen Services' sign-up page for the Baltimore City Department of Housing & Community Development. At the top, there is a logo and the text 'Citizen Services' and 'Welcome to Baltimore City Department of Housing & Community Development'. Below this, there are two links: 'Log In' and 'Sign Up', with a red arrow pointing to 'Sign Up'. The main form area contains two input fields: one for an email address (with the placeholder 'yours@example.com') and one for a password (with the placeholder 'your password'). A red arrow points to the password field. At the bottom of the form is a blue button labeled '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

- Enter your **CLAIM CODE** and **SUBMIT**:
(*Copy & Paste will give best results – Claim codes are case sensitive)



The screenshot shows the 'Claim your digital record' page on the Baltimore City Department of Housing & Community Development website. The page header includes the department name, 'My Account', 'Search', and a user profile 'Angie'. The main content area is titled 'Claim your digital record' and contains the instruction: 'Enter the claim code you received and click Submit to claim your digital record and enable online tracking.' Below this, there is a 'Claim code:' label, a text input field containing the code 'QM29M07kw5RO', and a blue 'Submit' button. A red arrow points to the input field.

- Once you submit, you will have successfully claimed the record! Click your **Account Name** in the upper right to move on towards renewing your claimed record. Go to **My Account**.

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

- You may see some fields highlighted in red. These fields will be required to be filled out in the renewal, but you can ignore them on this page for now:

Baltimore City Department of Housing & Community Development

My Account Search **Angie**

Short Term Rental Registration
STR-1344

Your submission
Submitted Jan 6, 2020 at 12:19pm

Your Submission
Attachments
Guests (0)

Issue Permit
Close Permit

Contact Information

Angie
Email address: epleasant@opengov.com
Phone Number: 41012345678
Mailing Address: 8 Address St., Baltimore, Maryland 21201

Locations
1 location total

PRIMARY LOCATION
1741 ALICEANNA ST
Baltimore, MD 21231-0000

Application Information

I am applying for a *
This field is required

Applicant Type *
This field is required

Ownership Type
--

Property Type
--

Applicant Title *
OWNER

Is the Property Owned or Deeded to a Business Entity? *
This field is required

MD State Use and Sales Tax Number (EIN) *
This field is required

- Click on **ACTION REQUIRED** to renew your Short-Term Rental Registration:

Back Home

Dashboard
Messages
Profile
Your Records
Applications
Projects

AN Angie

Action Required

Renew your Short Term Rental Registration
Short Term Rental Registration STR-2696 - 1741 ALICEANNA ST, Baltimore, MD 21231-0000
Renewable for -365 days

- Select **YES, BEGIN RENEWAL**

City Department of Housing & Community Development

My Account Search

Are you sure you want to begin renewing this record?

Cancel Yes, begin renewal

Action Required

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

- **STEP 1 – Complete/review CONTACT INFORMATION.**
- **Make sure all fields are complete. Go to NEXT:**

Have a project #? Step 1 of 8 - [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: Last Name:

Email address: Phone Number:

Address 1: Address 2 (Optional):

City: State: ZIP/Postal Code:

[Next >](#)

- **STEP 2 – Complete the PROPERTY INFORMATION. Go to NEXT:**

Have a project #? Step 2 of 7 - [Save Draft and Exit](#)

Short Term Rental Registration

Location for Short Term Rental Registration
PRIMARY LOCATION
The main location associated with the record.

Baltimore, MD 21231-0000

[Change Location](#)

Unit:

Property Owner Information

Name:

Phone Number: Email:

Street #: Street Name: Unit:

City: State:

Zip Code:

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

- **STEP 3 – Complete the APPLICATION INFORMATION.** You may have to enter your **Maryland State Use and Sale Tax Number.** (Note: If you do not have a state sales number, you can apply for one on this page and save a draft copy of your application and complete it later). Go to **NEXT.**

The screenshot shows the 'Application Information' step of the registration process. The form includes several dropdown menus and text input fields. A red circle highlights the 'Save Draft and Exit' button in the top right corner. A red arrow points to a link at the bottom of the form that reads 'I don't have a MD State Use and Sales Tax Number. To apply click [here](#)'.

I am applying for a *	Applicant Type *
Renewal of Existing Short Term Rental Registrat	Owner
Ownership Type	Property Type
Sole Owner	1 and 2 Family Dwelling
Applicant Title *	Hosted Unit? (Owner Occupied) * ⓘ
OWNER	Select your option
MD State Use and Sales Tax Number (EIN) *	Select your option
99-9999999	Yes - This unit is Owner Occupied
	No - This unit is NOT Owner Occupied

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

< Back Next >

- **STEP 4 – Confirm the OWNER INFORMATION.** You may update the owner phone number and email address here if necessary. Go to **NEXT.**

The screenshot shows the 'Please Confirm Owner Information (REQUIRED)' step. The form contains fields for personal information, including name, address, state, phone, and email.

First Name *	Last Name *
NASIF	AHMED
Address *	City *
234 S CLINTON ST	POTOMAC
State *	Zip Code *
MD	21224
Phone *	Email *
	FISANPOWER@GMAIL.COM

< Back Next >

- **STEP 5 – Property Information (unit count)**

The screenshot shows the 'Property Information' step. It includes input fields for the number of dwelling and rooming units, and a dropdown menu for property occupancy status.

Dwelling Units to be registered (Maximum of 1) * ⓘ
1
Rooming Units to be Registered (If Applicable) ⓘ
1
Is this an owner occupied property?
Yes

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INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

- **STEP 6 – Complete REQUIREMENTS for Hosted (or Non-Hosted) unit:**

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) *

Hosted

Please Confirm This is Your Primary Residence * Ⓞ

This is the primary residence of the owner

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

Does the Deeded Owner Live in Baltimore City? *

The Deeded Owner Lives within the City of Baltimore

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

< Back Next >

- **Digitally SIGN AFFIDAVIT:**

Digital Signature

Full Legal Name

Type Name

Cancel Sign

- **STEP 7 - Read ACKNOWLEDGEMENT and digitally sign. Go to NEXT.**

Have a project #? 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 *

< Back Next >

Digital Signature

Full Legal Name

Type Name

Cancel Sign

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

- **STEP 8 – ATTACHMENTS.** You may be required to attach a copy of your HUD1 or settlement sheet. If not required, go to **NEXT**:

The screenshot shows the 'Attachments' step of a 'Short-Term Rental Registration' application. The page header includes the Baltimore City Department of Housing & Community Development logo, 'My Account', 'Search', and 'Agent' options. The main content area is titled 'Attachments' and includes instructions: '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.' Below this is a table with two columns: 'Attachment' and 'File'. The first row shows 'Copy of HUD1 or Settlement Sheet for Recent Deed Transfer (If Applicable)' with 'No file uploaded' and an 'Upload' button. Below the table is an 'Add attachment' link. At the bottom of the main content area are 'Back' and 'Next' navigation buttons. The footer contains the department name, 'Your Profile', 'Your Records', 'Resources', 'Claim a Record', and 'Employee Login'.

****** Review your application before submitting!!!!**

Once your application has been submitted, you will not be able to make any changes and you will then need to reach out to our staff for further assistance.

- Review your entries and select **Confirm and Submit**:

The screenshot shows the 'Acknowledgement' step of a 'Short-Term Rental Registration' application. The page header includes the Baltimore City Department of Housing & Community Development logo, 'My Account', 'Search', and 'Agent' options. The main content area is titled 'Acknowledgement' and includes a declaration: '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.' Below this is a 'Digital Signature' field with a user profile for 'A BANKS' dated 'Jul 25, 2023'. Below the signature field is an 'Attachments' section with a table with two columns: 'Attachment' and 'File'. The first row shows 'Copy of HUD1 or Settlement Sheet for Recent Deed Transfer (If Applicable)' with 'No file uploaded'. Below the table is an 'Add attachment' link. At the bottom of the main content area is a declaration: 'I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.' Below this are 'Back' and 'Confirm and Submit' navigation buttons. A red arrow points to the 'Confirm and Submit' button.

INSTRUCTIONS for RENEWING a Short-Term Rental Registration & License

- Make your **PAYMENT**. Once your payment posts, you will receive an email notification that your license has been issued.

Registration Number

Short-Term Rental Registration
STR-1346
(Renewal)

Your Submission
Attachments
Guests (0)

Fee Payment

City of Housing & Community Development My Account Search Angle

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

NOTE: If you choose to mail in your payment, please reference your registration number on your check. Mail in payments can take 5-10 days to post. Make your check payable to:

Director of Finance
417 E. Fayette St., Suite 100
Baltimore, MD 21202