

# DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## Important Property Registration and Licensing Information

### **NEW REGISTRATION AND LICENSING REQUIREMENTS**

- Change in the property registration term:
  - 2017 registration – Will end on December 31, 2018; rather than August 31, 2018
  - 2018 registration – There will be no 2018 registration period
  - 2019 registration – Will run from January 1, 2019 through December 31, 2019
- All property registrations (new and renewals) must be completed online
- All rental properties, 1- and 2-family dwellings and multifamily dwellings (MFD), require a license to operate
- All rental properties must be inspected by a third party inspector

### **REGISTRATION ONLINE**

- All properties must be registered online at **[http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)**
  - Use the Registration # and Payment ID received in your letter to create your online account
  - If you already have an online account; log on and complete your 2019 registration requirements
  - If you have never registered your property before you can still complete the registration process online by creating a new account
- Setting up an online account can be done easily from your home or office. However, if assistance is needed, kiosks are available in the registration office located at 417 E. Fayette Street, Room 100, and staff is available to assist between the hours of 8:30 AM-4:30 PM, Monday through Friday, except on official holidays.

### **REGISTRATION REQUIREMENTS**

An annual registration must be completed for all non-owner occupied property including vacant lots, vacant buildings, multifamily dwellings (MFD) and 1- and 2-family dwellings.

In order to file a 2019 registration, owners are required to:

1. Complete registration online:
  - a. Create an account at: **[http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)**
  - b. Enter all required property and owner/agent/management information
    - i. A description of the premises by street number
    - ii. Name, street address, telephone number, and email address of the premises' owner of record
    - iii. Name, street address, telephone number, and email address of the premises' managing operator, if other than the owner, AND
    - iv. If the owner is a corporation, partnership, limited partnership, limited liability company or similar entity, the name, street address, telephone number, and email address of a natural person who services as the owner's Chief Executive Officer, Managing Partner, or Managing Member, or in a similar authoritative position.
  - c. Complete the Lead Paint Certification (*Compliance with Lead Poisoning Prevention Law*) required information for **each** residential unit
2. Make payment online
  - a. Any outstanding fees from the 2017 registration period are due now and must be paid in full  
***Note:*** *Outstanding balances from previous years are due immediately and will continue to accrue penalties and interest and be subject to a registration citation.*
  - b. All 2019 registration fees must be paid before January 1, 2019

**Note:**

Existing Registration customers:

Registration staff will review your online registration and communicate with you via the email/message board if any information is missing. You will receive an email when your registration is complete.

New Registration customers:

If you are a new registration customer your online application will need to be reviewed and approved by a property registration agent before you can make payment to ensure that all property information matches the city's land record data. Once the review is complete you will receive an email notifying you to log back on to review your information and make payment.

**LICENSING REQUIREMENTS**

All rental properties, 1- and 2-family dwellings and multifamily dwellings (MFD), require a license to operate. In order to be licensed, owners of rental properties are required to:

1. Register the property:
  - a. See steps above under "Registration Requirements"
2. Abate any open violation notices. Check for violations at <http://dhcd.baltimorehousing.org/cels>
3. Complete inspection requirements:
  - a. Schedule an inspection with a City-registered, State Licensed Home Inspector.  
A list of inspectors can be found at [http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)
  - b. Pass that inspection
  - c. Log into your property registration account, and upload the inspection checklist(s) filled out by the inspector
  - d. Owners/landlords must have their inspections completed and results uploaded by December 31, 2018 in order to be in compliance with the law

Note: If you are a Section 8 landlord or similar government program that requires an inspection, that report will be accepted for the inspection requirements. You must upload proof that your unit has passed inspection to your property registration account.

**NEW Licensing requirements for multifamily dwellings:**

Under the new legislation, multifamily dwellings (MFD) will no longer be inspected by a City Housing Code Enforcement inspector. Upon expiration of a given 2018 multifamily dwelling license, that MFD must subsequently have an inspection scheduled with one of the City-registered, State Licensed Home Inspectors listed on our website: [http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration) and complete all property registration requirements.

**INSPECTION FEES**

Please note that all City-registered, State Licensed Home Inspectors will be setting their own market rate fees for these inspections. Baltimore City does not regulate the cost of these inspections. You can select any inspectors from the list found on our website at [http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)

**REGISTRATION FEES**

- *Registration Fee Schedule*
  - The following annual property registration fees now apply.

|                                 |   |
|---------------------------------|---|
| ○ 1 and 2 Family Dwellings      | \$30 per dwelling unit                              |
| ○ Multiple Family Dwellings     | \$35 per dwelling unit,<br>\$25 per rooming unit    |
| ○ Vacant Residential Structures | \$100 per structure, plus<br>\$30 per dwelling unit |
| ○ All other Vacant Structures   | \$250 per structure                                 |
| ○ Vacant Lots                   | \$25 per lot  |

**VACANT LOT REGISTRATION**

- The following vacant lot types are NOT required to register:
  - A vacant lot that adjoins a non-vacant lot that is titled to the same owner of record as the vacant lot and is the owner’s primary residence.
  - A vacant lot that contains a parking pad that complies with the surface requirements of Building Code Section 3110.2 and is actively used by a person whose primary residence is within 100 feet of the pad.
  - A vacant lot that extends beyond Baltimore City’s limits.
- Information required with vacant lot registration:
  - Complete required information can be found in the Baltimore City Code, Article 13, Section 11-3
  - For owner/agent please note that Article 13, Section 13-3(c) states that a “post-office box does not suffice as an address...” Therefore your registration will be incomplete if a valid address in not provided.

**ADDITIONAL SERVICE FOR REGISTERED OWNERS OF VACANT STRUCTURES**

- Pending razing or rehabilitation, owners of vacant structures are required to keep them clean and secure at all times. The City regularly cleans, secures and liens privately owned vacant structures. Owners of registered vacant structures that provide a valid email address will receive email notification at the time the City creates a work order to clean and/or secure. This will provide a last opportunity to correct and contact your inspector so that they can confirm and cancel the work order. **Please note, if the City gets to this property before you do and cleans it you will receive a bill.**

**OFFICE LOCATION**

- The Property Registration and Licensing office is located at 417 E. Fayette Street, Room 100, Baltimore MD 21202.

**IMPORTANT WEBSITES**

To obtain more information about Lead Inspections and Compliance please visit:  
**[www.mde.state.md.us/programs/LAND/LeadPoisoningPrevention/Pages/index.aspx](http://www.mde.state.md.us/programs/LAND/LeadPoisoningPrevention/Pages/index.aspx)**

To complete your new or renewal property registration online, download documents and view important registration and licensing information please visit **<http://dhcd.baltimorehousing.org>**

To find a list of State Licensed Home inspectors who are registered with Baltimore city please visit our website at **[http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)**

**IMPORTANT PHONE NUMBERS AND EMAIL ADDRESS**

|   |   |
|---|---|
| Property Registration.....                  | 410 396-3575                            |
| Maryland Department of the Environment..... | 410 537-4199/1-800-776-2706             |
| Housing Inspections.....                    | 410 396-4170                            |
| State Assessment and Taxation.....          | 410 767-1184                            |
| Tax Sale.....                               | 410 396-3987 or 410 396-3556            |
| Property Registration email address.....    | property_registration@baltimorecity.gov |

## IMPORTANT DATES

- August 1, 2018 - Property owners can begin the registration and inspection process under the new guidelines.
- December 31, 2018 – Online Registration must be completed, including payment of outstanding and current fees.
- December 31, 2018 - Inspection papers must be uploaded by the end of the calendar year.
- January 1, 2019 - All rental properties must be registered, inspected and licensed.

## ADDITIONAL INFORMATION

- For the 2019 Registration year (January 1, 2019 – December 31, 2019) payments received after **January 1, 2019** shall be subject to interest and penalties.
- Unpaid registration fees are a lien against the property, and subject to tax sale.
- Failure to register your property is subject to the issuance of environmental citations.
- Failure to obtain a license is subject to the issuance of a separate environmental citation
- If you need to add or remove properties from your registration please do so online at **[http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)**. Click on the “Edit your Account” link to update information as necessary. Please note there must be a zero balance on the property before we can remove it from your list.
- If you are a nonprofit religious, charitable or educational institution or organization, staff may request a copy of your 501(c)(3) or (4) documents to verify the status.
- All 2019 licenses will be issued for a term of 2 years. After the initial two-year period licenses will be renewed for periods of one, two or three years based on the violation history for the property and timeliness in responding to any violations that may be issued during the two year license period. See Baltimore City Code, Article 13, Sections 5-6 and 5-9 for additional information.
- Upon renewal if your property does not qualify for a two or three year license because of the violation history then your property will be subject to an additional \$15 fee per unit. The additional \$15 fee per unit will be deposited in the non-lapsing fund created by City Charter Article I, § 14 {“Affordable Housing Trust Fund”}.
- Once you receive your license a copy must be posted in the property. For multiple-family dwellings the license should be posted in the vestibule, lobby or other public place on the premise. For 1 or 2 family dwellings the license should be posted in the unit in an area accessible to the occupant and inspector (i.e. inside kitchen cabinet, closet door or next to junction box).
- A Sanitation Guide informing occupants on proper trash disposal and storage must be provided in each dwelling unit and prominently posted within each common collection room, if any exist on the premise. A sample Sanitation Guide is available online at **[http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)**
- Hotels Only: All hotels must prominently display a sign stating that the facility has provided training to all employees on how to identify human trafficking activities and human trafficking victims in compliance with Baltimore City Code Article 15 Subtitle 10-7.

## UPDATES

Updates to this information sheet and other documents will be posted on our website. Be sure to check the website for the most up to date information.

**[http://dhcd.baltimorehousing.org/property\\_registration](http://dhcd.baltimorehousing.org/property_registration)**