



City of Seat Pleasant
Neighborhood & Commercial Compliance
 6011 Addison Rd, Seat Pleasant, MD 20743
 P:301.499.8700 F: 301.499-8702
www.seatpleasantmd.gov

Fee: \$ _____
 Late Fee: _____
 Total: \$ _____
 Receipt/ck # _____

APPLICATION FOR RENTAL LICENSE
(FOR DWELLINGS WITH 3 OR MORE DWELLINGS RENTAL UNITS)

All information is **REQUIRED** for processing. **Failure to fill out all information in legible handwriting and submit required documents will result in delay of your permit and project.**

*Applications can be submitted online via the city website, mailed, or delivered to
 6011 Addison Road, Seat Pleasant, Md 20743*

IDENTIFICATION New Renewal

TODAY'S DATE: _____

Name of the Apartments: _____

Property Owner: _____

Owners Address: _____

Owners Phone: _____

Owners Email: _____

Property Address: _____

Property Management Company: _____

Property Manager: _____

Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

PROPERTY INFORMATION CONTINUED

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

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Address: _____ Unit: _____

PROJECT INFORMATION

24 Hour Emergency Telephone Number for Residents: _____

24 Hour Emergency Contact Number for Police, Fire and Emergencies:

Name: _____ Telephone: _____ Email: _____

Name: _____ Telephone: _____ Email: _____

APPLICATION CHECKLIST

All applicable the items **MUST be provided at time of application submission. Failure to include proper documentation will result in a delay of your License and possible fines.**

No licenses will be issued until after all documents are submitted, approved, and inspection has been completed and passed. Inspection checklist available upon request.

Seat Pleasant Permit Application Fees

Lead Certificate

Prince George's County Use & Occupancy Permit (U&O) *Commercial rental properties only*

Recent or Valid Prince George's County Fire Safety Inspection Cert *Commercial rental properties only*

FEE CALCULATIONS

City of Seat Pleasant Rental License Fee

\$150.00 per unit X _____ (quantity) = _____

PERMIT INFORMATION AND COMPLIANCE

I have carefully examined and read the above application and hereby swear or affirm all information is true and correct and that in renting these dwelling units all provisions of the City of Seat Pleasant Ordinances, Prince George's County Ordinances, and State laws will be complied with whether herein specified or not. By making this application, I am granting permission to the City to make inspection (s) of the rental property described herein for the purpose of determining compliance with the City of Seat Pleasant City Code Chapter 67, Standards for Property Maintenance, and Chapter 107, Licenses and Permits. Other fines and penalties may apply. The entire ordinance can be found at www.seatpleasantmd.gov. Further I agree to conform to all applicable laws and ordinances of jurisdiction.

Printed Name of Applicant Name of Representative (if applicable) Title (if applicable)

Applicant Representative's Signature

PERMIT IS ONLY ISSUED AFTER INSPECTION IS COMPLETED WITH ZERO VIOLATIONS

PLEASE ALLOW TWO WEEKS FOR PROCESSING ALL PERMITS AND LICENSE REQUEST.