



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

APPLICATION FOR RENTAL LICENSE

(FOR DWELLINGS WITH 3 OR LESS DWELLING RENTAL UNITS)

All information is **REQUIRED** for processing. **Please fill out application in its entirety if something does not apply, please write N/A, incomplete applications will result in denial of application and delay your license.** Licenses will be issued after inspection is completed and passed.

*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: _____

The applicant is Property Owner Property Management Company

Property Owner: _____

Owners Address: _____

Owners Phone: _____ Email: _____

Property Management Company: _____

Property Manager: _____

Address: _____

Phone: _____ Email: _____

Lessee: _____ **Phone:** _____

All 18+ Occupying Tenants:

***** This Single-family Rental unit cannot be leased to more than three Individuals or families. If leasing to more than three you must apply for a Multi-Dwelling Rental License! If you are in need of that application, Contact the information above. ******

PROPERTY INFORMATION

Address: _____ Unit: _____

Address: _____ Unit: _____

Address: _____ Unit: _____

24 Hour Emergency Telephone Number for Tenant: _____

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

Name: _____ Telephone: _____ Email: _____

Name: _____ Telephone: _____ Email: _____

APPLICATION CHECKLIST

ALL the following are required with the submission of your application, 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.

- Seat Pleasant Permit Application fees
- Lead certificate is required **(if home is built prior to 1978)**
- Property is being leased to 3 or less individuals or families.

FEE CALCULATIONS

City of Seat Pleasant Rental License Fee

\$100.00 per unit X _____ (quantity) = _____

Late Fees:

Renewal after Deadline (June 30th) - \$100.00

Total Fee \$ _____

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 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

Date

YOUR LICENSE IS NOT GRANTED UNTIL INSPECTION HAS BEEN COMPLETED AND THAT THERE ARE NO VIOLATIONS.

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