

Venue: CUMB CUMBERLAND PROP NO. _____

APPL. NO.: RRLA _____

CITY OF CUMBERLAND RESIDENTIAL RENTAL LICENSING APPLICATION

LOCATION: _____

PROPERTY OWNER and MAILING ADDRESS:

FOR OFFICE USE ONLY

(If the owner is listed as a LLC, Inc., or LP, the name of a contact person and their title in the business entity must be listed.)

Owner's Telephone No.: _____
Owner's Telephone No.: _____
Owner's Email: _____
Owner's Email Cont'd.: _____

Local Agent Required: _____
Agent's Name: _____
Contact Person: _____
Address: _____
City, State, Zip: _____
Agent's Phone 1: _____
Agent's Phone 2: _____
Agent's Email: _____

\$25.00 Per Unit x's _____
No. of Units

*Agent Registration on File: YES NO

DUE BY: If New, Prior to Ad or Occupancy	TOTAL AMOUNT DUE: \$.00
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Units: Unit Numbers and Unit Locations *(i.e. FF=First Floor, SF=Second Floor, TF=Third Floor, FRNT=Front and RR=Rear)*

If the owner of record is not a resident of Allegany County, Maryland, the owner must provide on this application the name and address of an individual, 18 years of age or older, who is customarily present in an office in Allegany County, Maryland, for the purpose of transaction of business, or who actually resides in Allegany County, Maryland, who will act as the Owner's authorized agent for receiving notices of violation of the Housing Code and for receiving service of process on behalf of the owner in connection with enforcement of the Housing Code. If you are required to or decide to list an authorized agent for this property, an Agent Registration Form must be completed and submitted along with or within ten (10) days of your submitted application unless it is indicated above (*) that there is one on file for the stated agent. The Agent Registration Form is required to be signed by your stated authorized agent.

Statement: I agree to notify the Department of Community Development within ten days of any change in designated owner, managing operator, or agent. I have read Ordinance 3597, and I agree to abide by its requirements. I do solemnly declare under the penalty of perjury the information provided in this Residential Rental Licensing Application is true and correct to the best of my knowledge, information and belief.

Signature of Property Owner/Registered Agent: _____

APPLICATIONS:

All applications must contain, at a minimum, a description of the rental by street number, unit or otherwise in a manner which would enable the dwelling or dwelling unit to be readily identified, the name and address of the owner of record, and the name and address of the agent, when applicable. The application must be signed for a license to be considered. If a P.O. Box is provided for the owner or agent's mailing address, a physical address must also be written on the application for the P.O. Box to be accepted. (Ref: Municipal Code, Chapter 5, Building and Building Regulations, Article VI, Section 5-237)

When an owner resides outside of Allegany County, the owner must list an agent that resides within Allegany County on their application, and the agent must complete an Agent Registration Form consenting to the agent's obligations under this Code. Community Development will keep the Agent Registration Form on file until such time that we are notified by the owner or agent that the agent has resigned, been terminated, or ownership of the property has transferred. If the owner resides within Allegany County and chooses to list an agent, an Agent Registration Form will be required. (Ref: Municipal Code, Chapter 5, Building and Building Regulations, Article VI, Sections 5-237, 5-239, and 5-242)

PAYMENT:

If you wish to pay by check, please write your check payable to 'Cumberland Mayor and City Council'.

Your completed License Application can be mailed to: City of Cumberland
Attn: Rental Licensing
57 N. Liberty Street
Cumberland, MD 21502

Your completed License Application/Payment can be delivered to City Hall, 57 N. Liberty Street, Cumberland, Maryland; however, this is a two-step process.

First, you must stop by Community Development in the lower level of City Hall to have your documents reviewed and copied.

Second, you will be given stamped copies of your applications to take to the Tax and Utility Office on the First Floor to process your payment. They will provide you with a receipt for your records.

ON-LINE ACCESS TO FORMS AND THE CODE:

The City of Cumberland's Website: www.ci.cumberland.md.us.

To view the Housing Code or obtain forms, visit the City of Cumberland's website and follow these steps.

1) Click "Residents" on the header of the main page; 2) click "City Departments" on the left side of the new page; 3) click on "Community Development"; and 4) then click on "Housing Code-Municipal Code, Chapter 5, Article VI". 5) To view the Code, click on "Housing Code.pdf".

INSPECTIONS:

A City of Cumberland Self Inspection Form is required to be completed each time there is a turnover in occupancy. This form is to be completed by the owner/agent together with the tenant. The tenant and owner/agent must sign the inspection form. Once this form is completed, the owner is to keep this form within their file and make it available upon request by the City of Cumberland. (Ref: Municipal Code, Chapter 5, Building and Building Regulations, Article VI, Section 5-237)

The director shall also have the authority to randomly inspect a rental dwelling unit and the owner and/or agent of a rental dwelling unit shall make said rental dwelling unit available for inspection by the director or his/her designee at all reasonable times. (Ref: Municipal Code, Chapter 5, Building and Building Regulations, Article VI, Section 5-237)