

MARYLAND DEPARTMENT OF THE ENVIRONMENT

Land Management Administration • Technical Services and Operations Program

PO Box 23660, Baltimore, MD 21203-5660

(410) 537-4199 • 1-800-776-2706 • mde.leadreg@maryland.gov • www.mde.maryland.gov/lead

This Notice is provided pursuant to § 10-624 of the State Government Article of the Maryland Code. The personal information requested on this form is intended to be used in processing your application. Failure to provide the information requested may result in your application not being processed. You have the right to inspect, amend, or correct this form. The Maryland Department of the Environment ("MDE") is a public agency and subject to the Maryland Public Information Act. This form may be made available on the Internet via MDE's website and is subject to inspection or copying, in whole or in part, by the public and other governmental agencies, if not protected by federal or State law.

Part A

RENTAL PROPERTY REGISTRATION

Part A

TRACKING
NUMBER

| | | | | | | |
|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|

⇒ **PLEASE NOTE:**

When using this form, **DO NOT ADD NAMES** to those Owners to whom the Tracking No. was assigned or change names from individuals to business entities. To add names or to change the Owner's name entirely, call MDE Rental Registry for a new Tracking No.

YOU MAY EDIT INCORRECT INFORMATION (e.g. addresses or spelling of names) associated with the Tracking No.

| | | | |
|--|-------|----------|---|
| OWNER INFORMATION (If Company, also give name of Principal) | | | <i>SEE PAGE 5 FOR DETAILED INSTRUCTIONS</i> |
| Owner's Name | | | |
| Owner's Mailing Address | | | |
| City | State | Zip Code | |
| Telephone: Work | Cell | Home | |
| Email Address | | | |

⇒ **MAIL ANNUAL RENEWAL FORMS TO (Circle One):** Owner PO Box Property Manager

| | | |
|---|-------------------------|---|
| RESIDENT AGENT / AUTHORIZED AGENT | | <i>SEE PAGE 5 FOR DETAILED INSTRUCTIONS</i> |
| You must name a contact person 18 years of age or older who is customarily present in an office in Maryland for the purpose of transacting business or who actually resides in Maryland. It may be the owner , the property manager or any other person. | Agent's Name | |
| | Agent's Mailing Address | |
| | City | Maryland |
| | Zip Code | |
| | Telephone: Work | Cell |

| | | | |
|-------------------------------------|-------|-----|---|
| PROPERTY MANAGER INFORMATION | | | <i>SEE PAGE 5 FOR DETAILED INSTRUCTIONS</i> |
| Property Management Company | | | |
| Name of Property Manager: | | | |
| Mailing Address | | | |
| City | State | Zip | |
| Telephone Work | Cell | | |

TRACKING
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| INSURANCE INFORMATION | | <i>SEE PAGE 5 FOR DETAILED INSTRUCTIONS</i> |
| Please complete the information below for each company providing property insurance or lead hazard | <input type="checkbox"/> | CHECK HERE IF YOU DO NOT HAVE INSURANCE |
| POLICY INFORMATION | | |
| Name of Insurance Company | | |
| Mailing Address | | |
| City | State | Zip Code |
| Policy Number | | |

| | |
|--|---|
| AFFIRMATION | |
| I hereby affirm that the information contained in this Registration Form is to register in accordance with the Maryland Code Ann., Environment § 6-8-11. I further certify that the information provided is true and accurate to the best of my knowledge. | |
| | SIGNATURE DATE |
| | PRINT NAME |

| | | |
|---|---|------------------------------|
| PART B INSTRUCTIONS | <i>SEE PAGE 5 FOR DETAILED INSTRUCTIONS</i> | Part B is Next Page → |
| If you wish to register 9 or more units or properties: | | |
| <ol style="list-style-type: none"> MAKE a copy of this form, then COMPLETE PART B for additional properties you wish to register. Provide the required property information (Property No. and Property Address) where indicated. NOTE: Property No. is the "Real Estate Tax Account Number" found on your property tax bill. Enter information for EACH UNIT ON ONE OF THE NUMBERED LINES (1 - 8). If the whole property is a single rental unit, enter "SFP" (Single Family Property). Enter the Subtotal of Units at the bottom of EACH Part B. Transfer the Combined Total (of the Subtotals) of ALL the Parts B to "FEE SUMMARY PAGE". Calculate and enter the amount due for each type of New Units (# New Units x \$30/unit). Include the calculated amount for your newly-registered Units on the bottom line, "TOTAL AMOUNT SUBMITTED" AND in your payment. | | |
| Note: | | |
| If ANY of the information required in Part A (both pages) is NOT the SAME for ALL properties, you must USE A SEPARATE FORM FOR EACH PROPERTY. | | |

COUNTY CODES

| | | | | |
|-------------------|---------------|--------------|-------------------|---------------|
| 01 Allegany | 06 Caroline | 11 Frederick | 16 Montgomery | 21 Talbot |
| 02 Anne Arundel | 07 Carroll | 12 Garrett | 17 Prince Georges | 22 Washington |
| 03 Baltimore City | 08 Cecil | 13 Harford | 18 Queen Annes | 23 Wicomico |
| 04 Baltimore Co | 09 Charles | 14 Howard | 19 St. Marys | 24 Worcester |
| 05 Calvert | 10 Dorchester | 15 Kent | 20 Somerset | |

Form Number: MDE/LMA/CER.029
Revision Date: 2/2015
TTY Users: 1-800-735-2258

KEEP A COPY OF THIS FORM FOR YOUR RECORDS

PART B

NEW PROPERTY REGISTRATION & UNIT IDENTIFICATION

PART B

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
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TRACKING NUMBER
 Manager Information (if applicable)

Owner Name _____ Manager Name _____
 Owner Phone # _____ Manager Phone # _____

| (A) PROPERTY ADDRESS | (B) UNITS | | (C) OCCUPANCY | (D) NOTICES | (E) Inspection Types, Numbers and Dates | | |
|------------------------------------|--|---|---------------|-------------|---|---|--|
| | Property No. City, County, Zip Use County Code from Previous Page | Unit Identification Single Family Property = "SFP" or Separate Units List Unit # | | | Date Built | Date of Most Recent Change in Occupancy | Date of Most Recent Tenants' Rights Sent |
| Example: 123 Main Street | 02 1234567890 Annapolis, AA Co 21401 | SFP or Unit 1 Unit 2 | 1935 | 1/20/2011 | Modified Risk | 456123 | 12/31/2010 |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| Subtotal Unit Count | | | | | | | |

KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Additional Form Bs can be downloaded from www.mde.maryland.gov/lead

TRACKING
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PART C

FEE SUMMARY PAGE

PART C

Please calculate fees for all rental units listed and tallied on ALL Part B pages

Total Count from Column B Units = _____ x \$30 = _____

TOTAL AMOUNT SUBMITTED = _____

- Make check or money order payable to: Maryland Department of the Environment
- Include tracking number on your payment
- Cancelled check will serve as your receipt, along with a copy of this Registration Form
- To receive proper credit, Parts A, B, and C of this Registration Form MUST be submitted with payment
- Mail Parts A, B, and C with payment to:

**Maryland Department of the Environment
P.O. Box 23660
Baltimore, MD 21203-5660**

Instructions for Registrations

Website address: www.mde.maryland.gov/leadregistration

Enter tracking number and password

Click on green tab at top that says Add Property/Unit

Go to bottom right and click next

Enter Insurance Information, submit and click next

Select green bar that says Add Property

Enter property ID – check registration form for count codes and instructions on how to find property ID

After entering county code and ID – click on search – Boxes will populate for you - Submit

Select property in circle to left – Select green bar that says Add Unit

Unit ID would be SFP for Single Family Property – Apt 1, Apt 2, Unit 1, Unit 2, etc.

Complete page then submit

Continue to payment page.

Instructions for Renewals

Enter tracking number and password

Select green tab at top that says Renewal

Select property renewing

Select blue edit at right of screen, enter date of turnover and date of lead inspection

Update – click next and complete renewal.

For Online Registrations:

At this time, MDE's online registration only works with Internet Explorer. If you are using another browser, you will not be able to register your rental property.

Where to find County Code:

There is a list of County Codes on the Registration form. Also when you go to the State Department of Assessment and Taxation website sdatt.resiusa.org/RealProperty there is an alphabetical listing of Counties. Count down and the code is two digits. Example: Baltimore City is in the third position so the county code is 03.

Where to Find Property ID:

All #'s no spaces

| View GroundRent Redemption | | View GroundRent Registration | | | | | | | |
|---|--------------|--|----------------------|---------------------|-----------------|---------------|-------------|-------------------------|-----------------|
| Account Identifier: | | Ward - 04 Section - 10 Block - 0601 Lot - 010 | | | | | | | |
| Owner Information | | | | | | | | | |
| Owner Name: | | Use: | COMMERCIAL | | | | | | |
| Mailing Address: | | Principal Residence: | NO | | | | | | |
| | | Deed Reference: | /15027/ 0001 | | | | | | |
| Location & Structure Information | | | | | | | | | |
| Premises Address: | | Legal Description: | 0.415 ACRES | | | | | | |
| 20 W BALTIMORE ST BALTIMORE 21201-2550 | | | | | | | | | |
| Map: | Grid: | Parcel: | Sub District: | Subdivision: | Section: | Block: | Lot: | Assessment Year: | Plat No: |
| 0004 | 0000 | 0000 | | 0000 | 10 | 0601 | 010 | 2013 | Plat No. |

If you have or receive a Lead Free or valid Limited Lead Free Certificate, your property does not need to be registered in this program. Please ask your lead inspector what kind of certificate is being issued.