



WORCESTER COUNTY RENTAL LICENSE APPLICATION PROPERTY OWNER ACKNOWLEDGEMENT AND SIGNATURE

Please review the information below regarding your rental license application. After reviewing, sign and return this form to the Department with your completed application. Please retain a copy for your records.

GENERAL INFORMATION

- **Fees:** All fees are due at the time of application and are **non-refundable**. No refunds will be issued for unused portions of a license term or for unissued licenses if a property transfer does not occur.
- **Non-Transferability:** Rental licenses are non-transferable and expire upon transfer of the property. A new license must be obtained by the new property owner of record.
- **Advertising:** All advertisements must display the valid rental license number issued by the Department.
- **Display of License:** The issued rental license must be prominently displayed on the premises in a visible location.
- **Use and Occupancy:** Only the usage, areas, and number of occupants listed on the rental license are permitted. Children count as one (1) occupant.
- **Property Changes:** Any expansion, alteration, or modification requires submission of a license modification and any applicable zoning or building permits. All rental properties must comply with Worcester County zoning, building, and rental housing regulations.
- **Right of Entry:** Upon request, County staff or public safety officials have the right to enter the premises at reasonable hours to inspect the license and verify compliance.

EXPIRATION AND RENEWAL

Rental licenses are issued to the property owner of record and are valid for one (1) year from the date of issuance or until the property is transferred, whichever occurs first. Renewal requests must be submitted at least sixty (60) days prior to expiration. Properties with expired licenses may not be rented until a new license is approved and issued.

OWNER CERTIFICATION

By signing below, the property owner certifies under penalty of perjury that all information provided is true and correct, that they will comply with all applicable Worcester County regulations, that any misrepresentation may result in denial or revocation of the license, and that he/she grants County officials the right to enter onto the property for the purpose of inspecting the licensed premises.

Subject Property Address: _____

Signature of Property Owner: _____ **Date:** _____