

Worcester County, Maryland  
One West Market Street,  
Room 1201, Government Center  
Snow Hill, MD 21863-1070  
Phone: (410) 632-1200 ext. 1189  
Fax: (410) 632-3008



**OFFICE USE ONLY:**

Customer ID: \_\_\_\_\_  
License Application Fee: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Reference No.: \_\_\_\_\_  
Bill No.: \_\_\_\_\_

## Rental License Application

Each property offered for rent, regardless of the length of the rental term, must apply for and obtain a rental license. Rental licenses are issued only to the property owner of record; however, a rental agent or property manager may be listed. A separate rental license is required for each individual property.

**RENTAL PROPERTY INFORMATION (Leave blank if unknown, except for address):**

Physical Address (required): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Unit: \_\_\_\_\_

Property Account Identifier - District: \_\_\_\_\_ Account Number: \_\_\_\_\_

Year dwelling was built: \_\_\_\_\_

\* Please note that **if a building permit for the dwelling was submitted on or after January 1, 2020, an additional parking space is required to be provided for a total of three (3) off-street parking spaces.** Street parking **does not** count toward this requirement.

**PROPERTY OWNER CONTACT INFORMATION:**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Do you prefer to receive licenses, bills and renewals via email?  Yes       No**

**PROPERTY MANAGER OR RESIDENT AGENT CONTACT INFORMATION:**

Manager or Resident Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\* All owners and property managers are required to be available 24 hours a day during any rental period. Any change in property management must be reported to the County promptly to ensure your account information remains current.

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**RENTAL TYPE (Please check all that apply):**

- Class 1\***: Short-Term Rental (28 consecutive days or less)
  - Entire single-family dwelling
  - Bedroom(s) within a dwelling with a resident family
- Class 2:** Long-Term Rental of a Dwelling
  - Class 2A\***: Greater than 28 consecutive days but less than four (4) consecutive months
  - Class 2B:** Greater than four (4) consecutive months
- Class 3:** Long-Term Rental of Bedroom(s) within a Dwelling with a Resident Family
- Class 4:** Manufactured or Mobile Home Park, No. of Sites or Lots: \_\_\_\_\_
- Class 5:** Hotel, Motel, or Campground (except cooperative campgrounds)
  - Campground – Number of Sites: \_\_\_\_\_
  - Hotel or Motel – Number of Rooms: \_\_\_\_\_
- Class 6:** Bed and Breakfast Establishment, No. of Rooms: \_\_\_\_\_
- Class 7:** Group Home or Assisted Living Facility (single-entity owner)
- Class 8:** Group Home or Assisted Living Facility (individually owned unit)

**\*Room Tax:** Required for **Class 1\*** (short-term) and **Class 2A\*** (long-term) rentals. Payable to the **Worcester County Treasurer's Office** when rented to the same person(s) for **less than four (4) consecutive months**. For more information, call the Treasurer's Office at **(410) 632-0686**.

**REQUIRED SUBMITTAL DOCUMENTS:**

- Copy of the standard lease or rental agreement and any house rules for renters
- Floor plans (drawn to scale) of all rooms and areas available for tenant use, indicating the location of windows and providing measurements for closets and rooms.
- Site plan showing outdoor use areas and dimension available off-street parking
- Completed Owner Acknowledgement and Signature Sheet
- License application fee (non-refundable).
- Short-Term Rentals Only:** Short-Term Rental Addendum.

A copy of the Rental License Fee Schedule for the classes listed above is available on the Department's website or in the Rental License Guide. You may also contact the Rental License Program at (410) 632-1200 ext. 1189 to verify applicable fees or obtain assistance. **All required documentation and fees must be submitted prior to application review.**