



**City of Cumberland – Department of Community Development**

57 N. Liberty St., Cumberland, MD 21502 ▪ 301-722-2000, ext. 5600, Fax 301-759-6432  
www.ci.cumberland.md.us or www.citizenserve.com/cumberland

RRL #: \_\_\_\_\_

**RESIDENTIAL RENTAL LICENSE**    New    Renewal    Information Change

Rental Address: \_\_\_\_\_

MD Property ID #: \_\_\_\_\_

Legal Owner: \_\_\_\_\_

If 'No', an agent is required (see below\*)

Does owner reside in Allegany County?    Yes    No

Agent Name: \_\_\_\_\_

Owner Contact: \_\_\_\_\_

Agent Contact: \_\_\_\_\_

Owner Mailing Address (if mail to PO Box, list physical address also):  
\_\_\_\_\_  
\_\_\_\_\_

Agent Mailing Address (if mail to PO Box, list physical address also):  
\_\_\_\_\_  
\_\_\_\_\_

Owner phone: \_\_\_\_\_

Agent phone: \_\_\_\_\_

Owner email: \_\_\_\_\_

Agent email: \_\_\_\_\_

Who is the preferred contact regarding this rental property?    Owner    Agent

*\*All non-Allegany County resident property owners are required to designate an Allegany County based agent. The agent will serve as the owner's local representative for all purposes related to Housing Code, management, maintenance, operation, and rental of dwelling unit(s). When an agent is required, the City cannot issue a residential rental license without an agent's consent to serve form.*

**Dwelling Unit No./Location:** (e.g.: Apt. A – FF; Apt. B - SF)   **FF** = First Floor, **SF**= Second Floor, **TF** = Third Floor, **FRNT** = Front, **RR** = Rear

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_ # of dwelling units in the building regardless of occupancy or rental status      \_\_\_\_ # of units in bldg. occupied by the owner  
\_\_\_\_ # of dwellings units to be licensed this FY       \*\*Write additional unit information on reverse →

**The annual Residential Rental License fee is non-refundable nor prorated.**  
**Renewal Fee Schedule: \$25.00 per unit/per year from July through August 31; \$50/unit if paid after August 31, and; \$100/unit if paid after October 31. Failure to pay on or prior to 12/31 subjects the owner and/or agent to a municipal infraction and citation of \$500/single violation and \$1000/second violation.**

Please sign this form and return with payment to department and address above. Make checks payable to: **Mayor and City Council.**  
To pay with credit card by phone, call or go online.

RESIDENTIAL RENTAL LICENSE FEE		
<input type="checkbox"/> <b>NEW LICENSE</b>	<input type="checkbox"/> <b>LICENSE RENEWAL</b> (see fee schedule above)	<b>AMOUNT DUE</b>
<b>\$25 per unit, per year</b>	<input type="checkbox"/> <b>\$25</b> <input type="checkbox"/> <b>\$50</b> <input type="checkbox"/> <b>\$100 per unit;</b> <input type="checkbox"/> <b>Infraction</b>	

*Every licensed dwelling unit shall be inspected on an occupancy basis re: City Housing Code - unless City inspection occurred within past twelve months.*

**STATEMENT: I agree to notify the Department of Community Development within ten days of any change in designated owner/agent contact information, unit status, or transfer of property. I have read and understand the Housing Code Ordinance 3597 and I agree to abide by its requirements. I understand the City of Cumberland Residential Rental License Renewal is due July 1- Aug. 31 each year. I understand a rental unit must be inspected on an occupancy basis for compliance with the City's Housing Code and that code deficiencies must be corrected before a tenant moves in. I have read and understand the Maryland Lead Certification requirements, Maryland Fire Marshall regulations re: Smoke Alarms, and Carbon Monoxide Detectors.**

SIGNATURE(S):  
Property Owner **X** \_\_\_\_\_ and/or Authorized Agent **X** \_\_\_\_\_