

Commissioners:
Lionel Frederick, President
Shelley Johnson, Vice President
Joseph “Joey” Gardner, Commissioner
Marion “Mickey” Polk, Commissioner
Ellis D. Jones, Sr. Commissioner



TOWN OF
Princess Anne

Town of Princess Anne
30489 Broad St.
Princess Anne, MD 21853

James “Jay” Prouse, Town Manager
Christopher Smith, Attorney

APPLICATION/RENEWAL FOR A LICENSE TO OPERATE A RENTAL UNIT

DATE:

Please complete and sign the enclosed application for a rental license and return within 10 business days to the Town of Princess Anne located at 30489 Broad Street, Princess Anne, Md. 21853.

I, _____, the legal owner of the dwelling located _____
(Owner name) (Address)

do hereby apply for a license to rent the above dwelling unit within the Town of Princess Anne, Md. Residential rental units built prior to 1978 must comply with Maryland's Reduction in lead paint program.

I understand that by submitting this application, I agree:

1- to pay all invoiced inspection and licensing fees per unit as set forth by the Commissioners of the Town of Princess Anne Md. **The current fee for a rental license is \$55.00/unit and the current fee for a rental inspection is \$95.00/unit.**

2- to give permission for INSPECTIONS of the property by First State Inspection Agency, Inc. (hereinafter referred to as “FSIA”) to determine if this property is in compliance with Ordinance 1999-5 and the Code of the Town of Princess Anne, Maryland. These inspections may be performed in accordance with chapter 91-11 of the Town's Code without the necessity for obtaining any further permission or judicial warrant.

The responsibility to ensure the building inspector is granted the opportunity to inspect the property rests with the owner and not the tenant. Failure to allow entry for such inspection shall constitute sufficient reason for denial and/or revocation of a rental license.

The owner must submit this application to Town Hall & pay the inspection fee before scheduling the rental inspection. It is the owner's responsibility to schedule the rental inspection with the FSIA by phone at 302-422-3859 NOT the Town of Princess Anne or any employee of Town Hall. Once FSIA completes their inspection they will notify us & if passed you will be issued a rental license.

Rental licenses can be issued in person at Town Hall or by mail – rental license fees must be paid in full to receive license.

FAILURE to keep a scheduled inspection appointment will result in a missed appointment fee charged at FSIA's rate.

Upon receipt of all requested information, payment of all fees and satisfactory completion of the rental inspection, a rental license will be issued. To comply with Town Resolution No.2011-11, please note that **ALL** fees owed to the Town of Princess Anne **must** be paid in full before a rental license can be issued.

If you have any questions or require additional information, please contact the undersigned at 410-651-1818.

Upon signature below, YOU agree to comply with all Federal, State, Municipal and local laws and regulations regarding operation of rental units within the limits Of the Town of Princess Anne, Md.

Failure to comply with the rental program will result in your property being non-compliant with Chapter 120 of the Code of the Town of Princess Anne, Md. and subject to a fine of \$1000.00/unit/day for each occurrence.

SIGNATURE: _____
OWNER'S/LEGAL REPRESENTATIVE SIGNATURE

Revised 4/17/2024

UPDATED POINT OF CONTACT FORM FOR RESIDENTIAL RENTALS

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

OWNER'S PHONE NUMBER: _____

BUSINESS NAME (IF DIFFERENT): _____

BUSINESS MAILING ADDRESS: _____

AGENT/PROPERTY MANAGER'S NAME: _____

AGENT/PROPERTY MANAGER'S ADDRESS:

AGENT/PROPERTY MANAGER'S PHONE NUMBER: _____

NUMBER OF UNITS: _____

LENGTH OF TIME AS A RENTAL: _____

EMAIL ADDRESS TO SEND RENTAL LICENSE/INSPECTION REPORT:

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RESIDENTIAL RENTAL UNIT CHECKLIST-LEAD

Complete for each residential rental property and/or each dwelling unit within a multi-unit residential rental property.

1. Property Owner Name: _____
Address: _____
2. Rental Property Address: _____ Princess Anne, MD. 21853
3. Number Units: _____
4. Is this rental property a lead paint "AFFECTED PROPERTY" (built before 1978).
YES___ NO___ (If no complete no more questions and sign at the bottom).
5. Is the property registered with the Department of the Environment? YES___ NO___
6. Is the property registration renewal current with MDE for this year? YES___ NO___
7. If the property is registered with the Department of the Environment, provide the Tracking#
_____. (Each property owner is assigned only one (1)
Tracking# by the Maryland Dept. Of the Environment to be used with all of their affected
properties.)
8. Has the property been inspected by an accredited lead inspector for the
current tenancy? YES___ NO___
9. Provide the Lead Inspection Certificate Number# _____ and date
issued _____ (found on M DE form#330) for the current tenancy for each
property/unit. (There is a separate certificate number for each rental unit.) **NOTE: All affected
propemes must have a Lead Inspection Certificate for each tenancy. If property is certified
Lead Free, please advise and provide Certification# _____**

For additional units see reverse side of this form.

**I SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE
INFORMATION ABOVE AND PROVIDED ON THE REVERSE SIDE IS TRUE, ACCURATE
AND COMPLETE.**

(Owners Signature)

(Date)

(Printed Name)

ADDITIONAL PROPERTIES OR MULTI-PROPERTY UNITS

Name: _____ ---- 'Property Owners Tracking# _____

(Each property owner is issued only one (1) Tracking # by the Maryland Department of the Environment to be used to register all affected properties owned by that owner.)

For multiple property units complete the following for each affected property:

(Each rental unit/apartment will have a separate and different Certificate # _____ which is found on MDE form 330.)

Property Location: _____ # of Units: _____

Unit/Apt.#: ___ Certificate #: _____ -'Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ ---'Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Property Location: _____ # of Units: _____

Unit/Apt.#: ___ Certificate #: _____, Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____, Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Property Location: _____ # of Units: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Property Location: _____ # of Units: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

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Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Property Location: _____ # of Units: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

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Property Location: _____ # of Units: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

Unit/Apt.#: ___ Certificate #: _____ Date Certificate Issued: _____

You may reproduce these forms or additional copies can be obtained by contacting this office.

NEW REQUIREMENT:

MARYLAND SMOKE ALARM LAW EFFECTIVE JULY 01, 2013 requires that all smoke alarms 10 years and older from the date of manufacture must be replaced with an approved AC powered smoke alarm with battery back-up (and Interconnected if built after 1-01-1989) or if the home was built prior to 1975 (without ever an AC powered smoke alarm having installed) a sealed smoke alarm with a Jong life battery and having a silence/hush button feature, (These are the only 2 types of smoke alarms which meet the new law requirements.)

Additionally, smoke alarms are required, one on each floor and one for each sleeping area.

To comply with this law, all owners will be responsible during any rental inspection to remove or have removed all existing smoke detectors in order that the inspector may confirm the date of manufacture. **In other words, it is the Owner's responsibility to take the smoke alarms down so the dates can be verified.**

If this is not accomplished during your inspection, the unit will fail the inspection and a failed inspection fee of \$50.00 will apply.

Battery operated smoke detectors must be updated to the Sealed Smoke Alarms when any of the following occur:

- 1- The existing smoke alarm is 10 or more years old.
- 2- The existing smoke alarm fails to respond or otherwise malfunctions.
- 3- There is a change of tenant.
- 4- A building permit is issued for an addition or renovation.
- 5- No later than January 01, 2018, all smoke alarms must be replaced with an approved and current AC powered smoke alarm with battery back-up or if appropriate a sealed battery alarm with a long-life battery with a silence/hush button.
- 6- A hard-wired smoke alarm with a battery backup can never be replaced with a battery smoke alarm.

Recommended Locations for Smoke Alarms in pre 1989 built date properties.

- 1- One Smoke Alarm on each floor (outside of the sleeping areas)
- 2- One Smoke Alarm for each sleeping area

CODEo7
REV.3-25-2012

Sincerely,
Ron Alameda
CODE ENFORCEMENT OFFICER

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NR 1/6/17 Carbon Monoxide Alarm Requirement for Maryland Rental Properties

Maryland State Fire Marshal sent this bulletin at 01/06/2017 11:57 AM EST



Carbon Monoxide Alarms - Maryland Rental Properties

In 2016, the Maryland General Assembly passed House Bill 0849 and its companion Senate Bill 0182. Both bills require the installation of carbon monoxide alarms for any new and existing rental dwelling units. This includes any type of dwelling unit that can be rented to an individual or family.

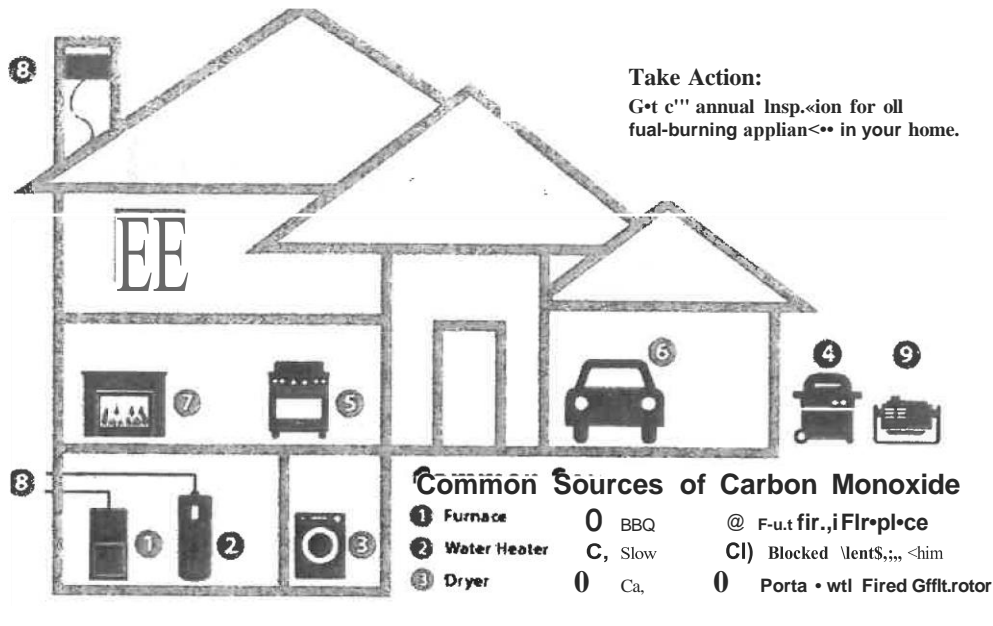
This legislation requires that a carbon monoxide alarm (CO) be installed outside of each sleeping area and on every level to include the basement in a building that contains any fuel burning equipment, wood burning appliance or has an enclosed attached garage. They are not required in rental dwelling units that are powered solely by an electric power supply.

Carbon monoxide alarms can be hardwired with a battery backup, battery powered that has a ten-year battery with a sealed tamper resistant compartment or connected to an on-site control unit that monitors the carbon monoxide alarm remotely so that a responsible party is alerted when the device activates the alarm signal and receives its primary power from a battery or the control unit. Our recommendation for multi-family units is to replace the current hard wired smoke alarm with a combination smoke alarm/carbon monoxide alarm unit. The applicable requirements of Title 9 of the Public Safety Article regarding the installation of smoke detection systems would still apply for this installation.

The installation of the carbon monoxide alarms shall be in accordance with the manufacturer's recommendations and NFPA 720 for the Installation of Carbon Monoxide Warning Equipment in Dwelling Units. Carbon monoxide alarms must be listed by a nationally recognized testing laboratory that is approved by the Office of the State Fire Marshal.

Carbon monoxide (CO) is a colorless, tasteless, and potentially toxic gas that is produced by the incomplete combustion of liquid fuels, solid fuels, or natural gases. Carbon monoxide poisoning can cause symptoms similar to the flu, such as: headache, nausea, fatigue, dizziness, and irritability. High concentrations of CO can cause vomiting, loss of consciousness, and even death. Carbon monoxide poisoning can occur in small amounts over a long period of time and in large amounts in a short period of time.

Although eadier is highly recommended, carbon monoxide alarms must be installed in all rental dwelling units by April 1, 2018.



The Office of the State Fire Marshal is an agency of the Department of State Police dedicated to helping protect citizens from fire and explosion through a comprehensive program of education, inspection, investigation and fire protection engineering. For more information on fire safety call 1-800-525-3124, log onto our website at: Maryland State Fire Marshal and/or our Facebook Page.

1201 Reisterstown Road, Pikesville, MD 21208

Having trouble viewing this email? [View it as a Web page.](https://content.govdelivery.com/accounts/MDFIRE/bulletins/17e89b7)
<https://content.govdelivery.com/accounts/MDFIRE/bulletins/17e89b7>

---- MEDIA CONTACT ----

Bruce Bouch
 Senior Deputy State Fire Marshal
 Director of Public Education and Media Affairs
 Cell 410-324-6876 Office 410-653-8999

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Rental Breakdown for Invoice

Address of Rental: _____

Number of Units: _____

Address of Rental: _____

Number of Units: _____

Address of Rental: _____

Number of Units: _____

Address of Rental: _____

Number of Units: _____

Address of Rental: _____

Number of Units: _____

Address of Rental: _____

Number of Units: _____

Address of Rental: _____

Number of Units: _____

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