

1. What is the purpose of Rent Stabilization in the City of College Park?

The purpose of this Chapter 127 of the City Code is to regulate residential rent increases in the City of College Park and to protect tenants from unwarranted rent increases, in order to help maintain the diversity of the community. This chapter is designed to preserve the public peace, health, safety and welfare and to advance the housing policies of the City. For more information on the purpose of the ordinance, see Section 127-1 of the Code, which can be found online at <http://ecode360.com/?custId=CO0032>.

2. How can I tell if the Rent Stabilization Ordinance applies to the property I own/rent?

Affected properties are described in Section 127-3 and include all single-family dwellings, duplexes, triplexes and quadraplexes. The Ordinance does not apply to other types of rental property, such as apartments, hotels, motels, fraternities and sororities.

3. What permits or registration documents are required by the City of College Park to rent a property?

In order to rent a single-family dwelling, duplex, triplex, or quadraplex (as defined in City Code, Chapter 127-3), the City of College Park requires two up-to-date documents:

- 1) A current **Residential Occupancy Permit**, if one is required for the property. You can download a permit application on the City’s Website here: http://collegeparkmd.gov/CP_Forms.htm. Residential Occupancy Permits must be renewed annually. A **Residential Occupancy Permit Renewal Application** can be found online as well.
- 2) A current **Rent Registration Statement**. You can download a registration statement on the City’s Website here: http://collegeparkmd.gov/CP_Forms.htm. Rent Registration Statements must be renewed each year, on or before July 1.

4. How is the maximum allowable monthly rent for a property determined?

Except for the properties located in Prince George’s County Tax Assessment District 01, the maximum allowable monthly rent (the aggregate of all valid leases) for your property is the highest value of the following three potential rent caps:

For a Single-Family Dwelling Unit,

	Potential Cap Descriptions	Value	Note and Further information
1)	2010 HUD, DC Metro Area Final Fair Market Rent for a 4-bedroom unit (This amount applies regardless of the number of actual bedrooms)	\$2,522	See www.HUD.gov description of level.
2)	0.6% of the property’s Total Phase-in Assessment Value as of 7/1/2010 (i.e. Potential Cap = Assessment Value x 0.006)	Depends on property	See question 5 to find the assessment level.
3)	The documented rent charged in 2005, before adoption of the ordinance.		

For a Single-Family Dwelling Unit in Prince George’s County tax assessment District 01,

	Potential Cap Descriptions	Value	Note and Further information
1)	2010 HUD, DC Metro Area Final Fair Market Rent for a 4-bedroom unit (This amount applies regardless of the number of actual bedrooms)	\$2,522	See www.HUD.gov description of level.
2)	1.0% of the property’s Total Phase-in Assessment Value as of 7/1/2010 (i.e. Potential Cap = Assessment Value x 0.006)	Depends on property	See question 5 to find the assessment level.
3)	The documented rent charged in 2005, before adoption of the ordinance.		

For a duplex, triplex, or quadraplex,

	Potential Cap Descriptions	Value	Note and Further information
1)	2010 HUD, DC Metro Area Final Fair Market Rent for a 4-bedroom unit	\$2,522	See www.HUD.gov description of level.
2)	1.0% of the property’s “Total Phase-in Assessment Value” as of 7/1/2010 (i.e. Potential Cap = Assessment Value x 0.01)	Depends on property.	See question 5 to find assessment level.
3)	The documented rent charged in 2005, before adoption of the ordinance.	Depends on property.	

For a duplex, triplex, or quadraplex, in Prince George’s County tax assessment District 01

	Potential Cap Descriptions	Value	Note and Further information
1)	2010 HUD, DC Metro Area Final Fair Market Rent for a 4-bedroom unit	\$2,522	See www.HUD.gov description of level.
2)	1.5% of the property’s “Total Phase-in Assessment Value” as of 7/1/2010 (i.e. Potential Cap = Assessment Value x 0.01)	Depends on property.	See question 5 to find assessment level.
3)	The documented rent charged in 2005, before adoption of the ordinance.	Depends on property.	

The official maximum allowable monthly rent for your property will be determined at the time your application is processed by the City.

5. How do I determine the current “Total Phase-in Assessment Value” of my property?

To determine the current assessment level of your property, follow the below steps:

- 1) Go to the State Department of Assessments and Taxation (SDAT) website: <http://www.dat.state.md.us/>
- 2) Then go to the “Real Property Data Search” online service: <http://www.dat.state.md.us/sdatweb/datanote.html>
- 3) Follow the next link to the Real Property Data Search (http://sdatcert3.resiusa.org/rp_rewrite/)
- 4) Select the county and search method you would like to use (“Street Address” is very useful).
- 5) Scroll through the property information to determine the current Total Phase-in Assessment Value for the property.

6. What happens if I charge more?

You may request an increase in the rent cap by submitting a Petition with the \$30 Petition Fee and justification for the additional charges, to the Rent Stabilization Board (RSB), as described in the City Code. If you charge rent that exceeds the rent cap without approval from the RSB, you are in violation of the code and will be issued a municipal infraction citation with a fine of \$500 and a request for abatement.

7. What happens if I charge less?

The Ordinance does not establish a minimum rent.

8. How long is my Rent Registration Statement valid for? Do I need to annually renew my Rent Registration Statement?

Your Rent Registration Statement is valid from July 1 through June 30, annually. In 2010, registration for the period January 1, 2011 through June 30, 2011 is required. Yes, you need to renew the statement each year.

9. When was Rent Stabilization enacted in the City of College Park?

The Ordinance was initially adopted by the Mayor and Council of the City of College Park on May 24 2005 by Ord. No. 05-O-2.

10. How is Rent Stabilization enforced?

Notices to register are sent to all property owners of record requiring annual registration of an affected property. Property owners will have 30 days to complete and return the registration statement. If property owner fails to return the registration, notices of violation/correction orders will be issued to the property owner of record for failure to register an affected property. A notice of violation may also be issued to the owner of registered properties where the rent exceeds the rent ceiling. Failure to comply within the specified period can result in the issuance of a municipal infraction citation and a fine.

11. What happens if I do not register my property?

You will receive a notice of violation, allowing a period of 30-days for compliance prior to receiving a municipal infraction citation.

12. Is there a Rent Registration Statement fee? How often is it paid?

Yes, the current registration fee is \$30 annually due on July 1st of each year. Registration fees for Fiscal Year 2011 will be pro-rated to \$15.

13. Will I receive proof of registration?

Your cancelled check or credit card statement will serve as proof of payment. Cash payments are accepted only at City Hall, Department of Finance, 4500 Knox Road, College Park, Maryland 20740-3390.

14. Will I be fined if I do not register my property?

Yes, failure to file your initial or renewal rent registration statement within 30 days of the date of the notice will result in the issuance of a municipal infraction citation with a fine of \$500.

15. If I am fined and I do not pay the fine, what happens?

Failure to pay the fine by the date noted on the citation will result in the City's request for adjudication before the District Court of Maryland for Prince George's County.

16. I am a renter in College Park. What do I do if my landlord is charging more than the maximum rent?

You should notify the Rent Stabilization Board through the Department of Public Services. You may call the City's Public Services Department at 240-487-3570.

17. I am a renter in College Park. Can I break my lease?

We cannot provide legal advice. You should consult an attorney before taking any action.

18. Who are the Rent Stabilization (RSB) board members? How do I get on the board?

The Rent Stabilization Board shall be composed of a minimum of five members and a maximum of seven members, none of whom shall be a member of the Mayor and City Council nor an employee of the City. The members shall be appointed by the Mayor and City Council. The Mayor and City Council shall seek to give priority to the appointment of residents of the City and to owners of real property located within the City. Vacancies shall be filled by the Mayor and City Council for any unexpired portion of a term. Members shall have an interest in housing issues and some knowledge of landlord-tenant laws of the State of Maryland. At least two members of the Board should be tenants and two members of the Board should be landlords.

If you are interested in serving on the RSB, please contact the City Councilmember for your area. City Councilmember contact information may be found here: http://collegeparkmd.gov/Mayor_Council.htm

19. If I need a written history for a particular property, what do I do?

Information on the value of properties you may be interested in is available on the Maryland Department of Assessments and Taxation (<http://www.dat.state.md.us/>) website under Real Property Search. If you wish to view or receive copies of the records for a particular property or group of properties, you will need to submit a Maryland Public Information Act request to the City.

20. Option #1 to determine the maximum allowable monthly rent is based on the HUD value for a 4 bedroom unit. If my house has more or fewer bedrooms is this option prorated for me?

No. This is a fixed rate option. For FY11 \$2,522 is the only value for option #1

FOR MORE INFORMATION VISIT WWW.COLLEGEPAKMD.GOV