

**THIS FORM MUST BE COMPLETED  
ANNUALLY OR CITY PERMIT WILL NOT BE  
RENEWED.**



**LOCAL RENTAL REGISTRY CHECKLIST**  
Code of Maryland, Political Subdivisions, Section 18-101

**COMPLETE FOR EACH PROPERTY OR EACH DWELLING UNIT WITHIN A MULTIFAMILY BUILDING**

1. Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Rental Property Address: \_\_\_\_\_

3. Is the residential property an "affected property"?  YES  NO

*An affected property is a residential rental property built before 1950 that is not certified lead free or limited lead free. (If you do not know the date your property was built, this information may be on your deed or you may contact the local office of the Maryland Department of Assessments and Taxation or visit [www.dat.state.md.us](http://www.dat.state.md.us) for this information.)*

**If the property is certified lead free or limited lead free, please provide the current Lead Inspection Certificate Number** \_\_\_\_\_

**If the answer to #3 above is "Yes", complete #4 – 8 below.**

**If answer to #3, above, is "No", skip to the signature line at the bottom, sign and return this form.**

4. Is the property registered with the Maryland Department of Environment?  YES  NO

5. Is the property registration renewal current for this year?  YES  NO

***Please attach a copy of the current lead inspection certificate***

6. Provide the tracking number (formerly referred to as the registration number) \_\_\_\_\_

7. Did the current tenant(s) move in on or after 2/24/1996\*?  YES  NO

8. Date current tenant(s) moved in \_\_\_\_\_

9. If the answer to #7 above is "Yes", provide the Lead Inspection Certificate Number for the current tenancy as required under §6-815(c) of the Environmental Article \_\_\_\_\_

**\*Note: After 2/24/1996, all affected properties must have a Lead Inspection Certificate for each tenancy.**

**I SOLEMNLY DECLARE AND AFFIRM** under the penalties of perjury that the information above is true, accurate and complete.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

❖ HOW CAN A UNIT THAT IS OCCUPIED BE BROUGHT INTO COMPLIANCE WITH THE STANDARD?

An occupied unit can be brought into compliance with the Full Risk Reduction Standard using a dust test or by performing lead hazard treatments. If performance of the lead hazard reduction treatments takes more than one day, the property owner can temporarily relocate the tenants until the work is completed. If temporary relocation is required while treatments are performed, the property owner must pay reasonable expenses for overnight housing and meals for the tenants.

❖ IS IT NECESSARY TO USE ACCREDITED CONTRACTORS AND INSPECTORS WHEN PERFORMING WORK TO MEET THE STANDARD?

Yes. A list of accredited contractors and inspectors is available on the Maryland Department of the Environment's website at [www.mde.state.md.us](http://www.mde.state.md.us). Also, the lists may be obtained by calling 410-537-3825.

## RESOURCES

### **Maryland Department of the Environment Lead Line:**

<http://www.mde.state.md.us/Programs/LandPrograms/LeadCoordination/index.asp>

### Registration and General Information (Hotline)

Lead Rental Property Registry 410-537-4199 or 1-800-776-2706 (within Maryland)

### **Risk Reduction Treatments or Certified Inspectors and Contractors**

Lead Poisoning Prevention Program 410-537-3825 or 1-800-633-6101, ext. 3825  
(*within Maryland*)

### **Financial Assistance for Lead Hazard Reduction**

Baltimore City Lead Abatement Action Project 410-396-7225  
Statewide Maryland Department of Housing and Community Development  
[www.dhcd.state.md.us](http://www.dhcd.state.md.us) or 410-514-7565 or 1-800-492-7127

### **Screening, at Risk Areas and Health Resources**

Department of Health and Mental Hygiene  
<http://mdpublichealth.org/och/html/lead.html>  
410-767-6713