



# CITY OF COLLEGE PARK

**LOCAL RENTAL REGISTRY CHECKLIST**  
7401 BALTIMORE AVENUE SUITE 201 COLLEGE PARK, MD 20740  
PUBLICSERVICES@COLLEGEPARKMD.GOV  
TELEPHONE: 240.487.3570  
FAX: 301.220.1172  
WWW.COLLEGEPARKMD.GOV

## PUBLIC SERVICES DEPARTMENT

Please complete information requested below for any single-family structure or dwelling-unit in a multifamily structure requiring a City of College Park Residential Occupancy Permit.

Effective January 1, 2015, all residential dwelling units constructed prior to 1978 must comply with Maryland's Lead Risk Reduction in Housing Act (Title 6, Subtitle 8 of the Environment Article, [of the] Annotated Code of Maryland, Local Government Article Section 1-503). All dwelling units, which are not certified lead free, must be registered every year with the Maryland Department of Environment (MDE) and have lead paint inspections prior to change in tenancy.

You may register or renew your registration at [www.mde.maryland.gov/LeadRegistration](http://www.mde.maryland.gov/LeadRegistration) or by calling (410) 537-4199.  
*Please note that this information must be provided annually and submitted along with the City's Residential Occupancy Permit Renewal Application to avoid any delay in the renewal process.*

1. Propert Owner(s) Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Rental Property Address \_\_\_\_\_, **College Park, MD 20740**
4. Is this property Certified Lead Free?       Yes    No      Is it  One Time Only or  Limited?
5. What is the Lead-Free Inspection Certificate Number? \_\_\_\_\_ *Please submit a copy*

**If this property is Lead Free, you may skip directly to the oath box and signature line**

6. What is the MDE Tracking Number for this property? \_\_\_\_\_
7. What is the most recent payment year for the MDE registration? \_\_\_\_\_
8. What date did the current tenants move in? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
9. What is the most current Lead Paint Risk Reduction Inspection Certificate Number?  
\_\_\_\_\_ *Please submit a copy*
10. What is the inspection date on the current Lead Paint Risk Reduction Certificate Number?  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**I solemnly declare and affirm, under the penalties of perjury, that the information above is true, accurate and complete**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

## ❖ HOW CAN AN OCCUPIED UNIT 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 treatment 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).

Lists may also be obtained by calling 410-537-3825.

## RESOURCES

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

<http://www.mde.state.md.us>

### **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**

Statewide Maryland Department of Housing and Community Development  
[www.dhcd.maryland.gov](http://www.dhcd.maryland.gov) or 410-514-7565 or 1-800-492-7127

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

Department of Health and Mental Hygiene [www.dhmh.maryland.gov](http://www.dhmh.maryland.gov) or 410-767-6713