

# ATTENTION

## SUMMARY OF RENTAL REGISTRATION / INSPECTION & PERMITTING REQUIREMENTS

By Ordinance No. 995, adopted by the Commissioners of Cambridge on June 21, 2010, the Commissioners repealed the previous rental registration statute and replaced it with a licensing/permitting statute, Section 10-11 in Chapter 10 "Licenses" of the City Code, which has the following requirements:

1. On or before September 30<sup>th</sup> of each year, the landlord/owner of a non-owner occupied residential unit is required to register the residential unit with the City of Cambridge.
2. The annual registration fee is \$40.00 per residential unit, due and payable at the time of registration.
3. All residential units must be inspected on a triennial basis (once every three years). The annual registration/permitting fee of \$40.00 per year includes the cost of the triennial inspection of the unit.
4. If the inspection shows that the unit is not in compliance with the applicable building and housing codes, a rental permit will not be issued until such code deficiencies are corrected and the unit is in compliance with said codes.
5. All landlords/owners must provide the City with the name, address and telephone number of someone who resides within FORTY (40) miles of the City of Cambridge, who shall serve as the resident agent for the purposes of receiving notices from the City.
6. The annual billing and collection of the rental registration and fee will be handled by the Municipal Utilities Commission. The annual rental permit will be issued by the Department of Public Works of the City of Cambridge.
7. Annual notice of the rental registration and September 30<sup>th</sup> deadline will be provided by the City on or after July 1<sup>st</sup> of each year.
8. This summary and notice shall constitute the annual notice for 2010-2011 year.
9. Failure to register the unit, and/or renting the unit without a permit is a municipal civil infraction, subject to the following penalties:
  - (1) Failure to register as a landlord or agent:
    - (a) First offense: \$50.00
    - (b) Subsequent offenses: \$75.00 each.
  - (2) Allowing occupancy without valid permit:
    - (a) First offense: \$100.00
    - (b) Subsequent offenses: \$150.00 each
10. Exemptions. No rental permit will be required for units which are occupied by an individual who legally holds an ownership interest in the real property.

A full copy of Ordinance #995 may be found at the City's website at <http://www.ci.cambridge.md.us/> or paper copies available at the Municipal Utilities Commission or the Department of Public Works.