

*Commissioners of Sharptown*  
**P.O. Box 338**  
**Sharptown, Maryland 21861-0338**  
**410-883-3767**

**RENTAL HOUSING UNIT LICENSE  
APPLICATION**

Pursuant to Sharptown Housing Rental Ordinance #56

Property Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

As owner of the above rental property, I hereby certify to the Town of Sharptown the following agent who is qualified to accept notice and authorize repairs on my behalf (if applicable).

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I consent, by signing this application, to the inspection of this rental unit during reasonable hours for the entire term of the license. I must notify the Code Enforcement Officer when a tenant vacates a unit so that a re-inspection can occur and that the Code Enforcement Officer shall inspect prior to the placement of new tenants in that unit. The Code Enforcement Officer, upon recommendation of any appropriate town, county or state agency, shall cause the inspection of a rental unit when there exists the belief that a property is not in compliance with all applicable laws. The Town shall issue or deny a rental housing license within fourteen (14) days of receiving this application. The issuance of a license is not to be construed as proof or acknowledgement of Sharptown that the subject complies with codes. A denial shall be in writing, setting forth the code violation(s) and reason(s) for such denial.

If an inspection indicates that a rental unit is not in compliance with all applicable laws and codes, the license may be subject to revocation or other remedial action as determined by the Code Enforcement Officer. A license may be revoked or suspended if the landlord, after ten (10) days written notice, fails to eliminate or initiate bona fide efforts to eliminate code violations. Revocation or suspension of a license shall be in addition to and not in substitution for such other penalties as may be provided for in other laws or ordinances. After revocation or suspension of a license, the Code Enforcement Officer may require the tenants to vacate the rental housing unit, after ten (10) days written notice.

Failure to correct violations within the time period set by the Code Enforcement Officer shall result in the issuance of a municipal infraction citation pursuant to Sharptown Municipal Infraction Ordinance #39 of the Sharptown Code.

I understand the term of license is one year, renewable for additional one year terms, subject to payment of the **annual license fee of fifty (\$50.00)** and compliance with all applicable laws. The license will be displayed in a prominent public place on the premises and is not transferrable.

Any person aggrieved by an action of the Code Enforcement Officer may, within ten (10) days of receipt of written notice of such action, file a notice of appeal with the Housing Board of Appeals.

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

Approved \_\_\_\_\_