



RENTAL PROPERTY REGISTRATION TOWN OF RIDGELY

Rental Property Address _____

Rental Property Owner _____

Owner Mailing Address _____

Owner Telephone Number(s) _____

FILL OUT NEW FORM FOR EACH UNIT

Unit Name and Location: (Ex. Top of Stairs to Left/Right – Unit A (or 1) _____

Number of Occupants _____

Tenant Name _____

Tenant Phone Number _____

Tenant Name _____

Tenant Phone Number _____

Tenant Name _____

Tenant Phone Number _____

MUST LIST NAMES OF ALL TENANTS OVER THE AGE OF 18. THIS OFFICE NEEDS TO BE UPDATED ANYTIME NEW TENANTS MOVE IN OR OUT.

Description:

(Example: 2BR/1BA)

Please be advised that you and your tenant(s) must comply with all provisions of the Code of the Town of Ridgely relating to rental properties, including, but not limited to Chapter 124 (Occupancy Permits) and Chapter 136 (Property Maintenance), as amended from time to time. A copy of the Town Code is available online at <https://ridgelymd.org/ordinances-codes/> and the official Town Code is available at the Town Office during normal business hours.

Please remember to include payment of \$200.00 per unit, (effective July 2023), and a copy of the Lead Paint Registration (homes built prior to 1978) with the registration form. Failure to remit payment 30 calendar days from the date of notification for renewal of a license shall be assessed a late payment fee that may be amended from time to time. If you have questions concerning this form, please call Melissa Leonard at (410) 634-2177. It is suggested that the property owner be present during inspection.

**** Failure to SHOW (reschedule or cancel) more than once, for an inspection prior to us being on site, requires a new payment****



Rental Property Inspection CHECKLIST

The following checklist is provided as a guide for property owners and tenants to identify possible areas of concern (including, but not limited to):

- Life, Health and Safety
- Windows, Doors, and Hatchways
- Walls and Foundation
- Paint
- Sidewalks and Driveways
- Steps
- Yard
- Garbage and Rubbish
- Porches, Decks, and Balconies
- Gutters, Downspouts, Exhaust Vents

Note: In the event of a violation of any of the above, a notice of violation and invoice will be given to the property owner (s)

Guidelines for Rental Properties (Including, but not limited to)

Grass/Weeds:

All property owners shall maintain grass/weeds below six (6) inches. This includes front yard, back yard, sides of property, ditch, and also trimming of the yard. Notice of Violation will be issued to property owner(s) if grass exceeds the limit. Only fourteen (14) days are given. If the grass still hasn't been cut after day fourteen, the Town of Ridgely will abate said violation and a lien will be placed against the property.

Interior Furniture & Household Appliance(s):

Furniture and appliance(s) are not permitted on the exterior of your property, including the porch area. This is to protect the health and general welfare of the public.

Rubbish/Trash:

Property owner(s) must keep the exterior of their property free of rubbish and/or trash. Construction debris, household trash, tree limbs/branches, junk, and etc. are characterized as rubbish/trash. Contact the Town office for more information on removal.

Tires/Untagged Vehicles:

All premises and exterior property shall be maintained and free of tires, untagged vehicles and inoperable at all times. The accumulation or storage of tires, other debris or personal property which fosters and/or promotes the pooling or accumulation of stagnant water is strictly prohibited.

Tenant Cleanouts/Evictions:

The tenant is given 24 hours (1 Day) to collect wanted items from house/apartment. After 24 hours; the property owner now has 48 hours (Day 2 & 3) to clean up the rest of the unwanted belongings. If the owner fails to clean the property after 48 hours, the Town of Ridgely will clean up the property on the fourth (4th) day. A bill will be issued to the property owner for the cleanup. If the bill is not paid, a lien will be placed against the property.

Smoke Alarms:

Single or multiple-station smoke alarms shall be installed and maintained. Smoke alarms are placed on the ceiling or wall outside of each separate sleeping area that can be used for sleeping purposes.