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Short Term Residential Rental Registration
Short term residential rentals must be registered with Anne Arundel County
([Bill 88-19](#), [Bill 89-19](#), [Bill 109-20](#))

List all Owners of property to be registered: _____

Address of property to be registered (include unit # if applicable):

Mailing address if different from above:

Home # _____ Cell # _____ Email _____

Registered property tax id # _____

Specify what part of the property is being rented (basement, bedroom, detached guesthouse, etc.)

Please indicate # of beds ____ # of baths ____ # of parking spaces available for guests ____

Provide list of all hosting platforms to be used in connection with this rental: _____
_____, _____, _____, _____

I am applying as the individual Owner of the referenced property, or am an authorized representative for (check one):

- Corporation
- Partnership
- Limited liability Partnership ("LLP")
- Limited Liability Company ("LLC")
- Other Business Entity

- For any corporation, partnership, LLP, LLC or other business entity, provide a separate list of all persons or other business entities with an ownership or financial interest in the Owner and Host. Include the name, mailing address, phone number and email address of each person.
- For any corporation, partnership, LLP, LLC or other business entity, provide a copy of Articles of Incorporation, list of members, and verification that the person signing this application is authorized to sign on behalf of a business entity.
- Safety Certification:** Based on my personal inspection of the property, I find that in its present condition, it is safe to occupy for residential purposes and meets the minimum safety criteria listed below. I observed in connection with my inspection of this property nothing that indicates or suggests that the property in its present condition poses a hazard to life, health or public safety.
- Proof of Ownership** (Settlement Sheet or Deed) and **Home Owners Insurance** (Declaration Page) requirement: Attach proof of the Owner's insurance for the short term residential rental, describing the address of the property to be used as a short-term residential rental.

Certification: I solemnly swear and affirm under the penalties of perjury that the statements in this application and that all the information noted herein and in any attached document, are true and correct to the best of my knowledge, information and belief. I understand that after notice and consideration of the Host's comments, the Department may deny, suspend, or revoke a short term residential registration for a failure to comply with Article 11, Title 13A. Short-Term Residential Rentals, Article 18, Title 12, Subtitle 6. Short-Term Residential Rentals; false statements in the application; or a failure to pay overdue county taxes, fines or fees. By filing this application, I acknowledge that I have read and will ensure that the subject property will be rented and used in accordance with the Anne Arundel County Code and all requirements.

Owner's Signature: _____ Date: _____

Notary: _____ Exp. Date: _____

{Notary Seal}

Complete the application, acknowledge all requirements and certifications by signature. Signatures must be notarized. Return application and required attachments to the License Section at the address in letterhead and submit appropriate fees for a 2 year registration (\$100.00). Fees are not refundable. An approved registration is not assignable and does not transfer upon the sale or transfer of the property.

Requirements for short term residential rentals are listed below. For purposes of the County Code, the "host" is the owner of the short term residential rental property. Please refer to Article 11, Title 13A of the County Code for more information.

1. A Host may not enter into a short-term residential rental agreement with a transient guest or rent a dwelling unit to a transient guest without first obtaining an approved registration from the Department.
2. A Host may not register more than two dwelling units as short-term residential rentals.
3. A Host may be an individual, corporation, partnership, limited partnership, limited liability partnership, limited liability company, or other business entity, but a dwelling unit registered by any host counts as a registration by any individual or other business entity with an ownership or financial interest in the host.
4. The rental period for a short-term residential rental shall be no less than 24 hours.
5. A Host may not enter into a short-term residential rental agreement with a transient guest or rent a dwelling unit to a transient guest, if overdue taxes, fines, or fees are owed to the County.
6. The Host shall provide to the Department the names of all hosting platforms to be used in connection with a short-term residential rental and shall update the list within ten days after additions or deletions.
7. A Host shall provide hosting platforms with the registration number issued by the Department for the dwelling unit and a phone number to verify approval of the registration.
8. A Host shall ensure that a hosting platform includes the registration number in an advertisement, listing, or post for the short-term residential rental.
9. The Host shall prominently display a sign within the dwelling unit stating that the dwelling unit is registered by the Department for short-term residential rentals and providing the registration number.

10. For an unhosted rental, the Host shall provide to the transient guest the name of a person who is available for the term of the rental and a 24-hour emergency telephone number for prompt assistance.
11. A Host shall keep records relating to all short-term residential rentals for a period of at least three years and, upon written request from the County, shall provide the records for inspection to the County.
12. A Host is required to pay the use and occupancy tax for short term residential rentals as required in § 4-6-105 of the County Code.

Minimum safety criteria:

- Adequate, working smoke alarms
- Fire sprinkler system, if installed, is operational.
- Adequate egress windows in all bedrooms and escape exits in case of fire
- Adequate, working Carbon Monoxide detectors where gas appliances are used
- Fireplaces have been serviced and in proper working condition
- No portable heating devices
- All electrical receptacles are covered with face plates
- Outlets are GFI protected in bathrooms and kitchens
- No faulty or exposed wiring
- Stairs in proper condition. Handrails on interior stairs with more than 4 risers
- Guardrails installed where there is more than a 30 inch drop.
- Water heater temperature and pressure relief valve functioning properly and capable of maintaining 110 degrees.
- Headroom in all inhabited rooms is not less than 7 feet.
- HVAC filters have been changed in last 6 months and system is capable of maintaining 68 degrees 3 feet above floor
- Exterior Deck is structurally sound and properly anchored to structure
- Exterior guardrails, stairs, sidewalks and walkways are structurally sound and in proper condition with no tripping hazards
- Exhaust fumes generated in garage cannot enter living areas. Door access to garage solid core and self-closing.
- Exterior doors properly maintained with no double keyed deadbolts.
- Adequate sewage disposal or connection to public wastewater system. Current water well potability certification or connection to public water system. Current backflow certification, if required
- Adequate off street parking
- Swimming Pools have adequate fencing and protective devices
- House/Street numbers are a minimum of 4 inches tall and visible from street