

Important New Information Concerning Your Required 2011 Property Registration

YOU CAN NOW RENEW AND PAY YOUR PROPERTY REGISTRATION ONLINE

- Starting September 1st, 2010, you may renew your property registration online at www.baltimorehousing.org.
- Properties that have not been previously registered must register by mail or in person at 417 E. Fayette Street, Room 100, Baltimore MD, 21202. Registration forms can be found online at www.baltimorehousing.org
- Registration payments received after September 30th, 2011 is subject to interest and penalty fees. If you are paying with a check or money order via mail, your mail must be post marked no later than September 30th, 2011.

SIGNIFICANT CHANGES TO THE PROPERTY REGISTRATION LAW:

- *The separate billing cycle for multiple family dwellings (MFD) has been eliminated. The fees previously known as MFD licensing fees will now be collected through the property registration process. The fees have not been increased.*
 - In order to streamline the MFD license & registration process, the former license fee and the former MFD billing cycle that started each January 1st has been eliminated. The same dollar amounts will now be collected through the property registration process.
- *An Additional Fee Has Been Legislated For Vacant Structures.*
 - The required Vacant Structure Fee is in addition to the existing property registration fee. A vacant structure means an unoccupied structured that is unsafe or unfit for human habitation or other authorized use. It is as any structure that is subject to an unabated violation notice issued under Section 115 of the Building, Fire and Related Codes of Baltimore City. Open Violation Notices are searchable at www.baltimorehousing.org.
- *Revised Registration Fee Schedule*
 - The following annual property registration fees now apply.

▪ 1 and 2 Family Dwellings	\$30 per dwelling unit
▪ Multiple Family Dwellings	\$35 per dwelling unit, \$25 per rooming unit
▪ Vacant Residential Structures	\$100 per structure, plus \$30 per dwelling unit,
▪ All other Vacant Structures	\$250 per structure
▪ Vacant Lots	\$25 per lot
 - *Authorized Agent Eliminated*
 - An Authorized Agent that lives or conducts business in the City is NO LONGER required to be listed as a contact..
 - *\$5,000 Fee Cap Per Registration Eliminated*
 - Property owners with registration fees in excess of \$5,000 NO LONGER qualify for an exemption for fees greater than \$5,000. Property owners with registration fees in excess of \$5,000 are now **required** to pay the full amount due for each property they own. The exemption for fees greater than \$5,000 has been eliminated.
 - *Vacant Lot Registration*
 - The following vacant lot types are NO LONGER required to register.
 - A vacant lot that adjoins a non-vacant lot that is titled to the same owner of record as the vacant lot and is the owner's primary residence.

- A vacant lot that contains a parking pad that complies with the surface requirements of Building Code Section 3110.2 and is actively used by a person whose primary residence is within 100 feet of the pad.
- A vacant lot that extends beyond Baltimore City's limits.

NEW SERVICE FOR REGISTERED OWNERS OF VACANT STRUCTURES

- *Pending razing or rehabilitation, owners of vacant structures are required to keep them clean and secure at all times. The City regularly cleans, secures and liens privately owned vacant structures. Owners of registered vacant structures that provide a valid email address will receive email notification at the time the City creates a work order to clean and/or secure. This will provide a last opportunity to correct and contact us so that we can confirm and cancel the work order.*

NEW OFFICE LOCATION

- The Property Registration Division is now located in the One Stop Permit Center at 417 E. Fayette Street, Room 100, Baltimore MD 21202. If submitting your registration forms by mail or in person, please visit the Property Registration Division now located in the One Stop Permit Center.

FILING YOUR PROPERTY REGISTRATION FORMS BY MAIL:

Please take the following steps to ensure your property registration is complete, accurate and processed timely.

1. Please review all registration information on the Property Registration Renewal form for accuracy and completeness. Please make necessary changes on the back of the form.
2. Please verify that the Owner's information is accurate:
 - If the owner is a Corporation, Limited Partnership, Limited Liability Company or similar entity, a **Resident Agent** is required. Please list the Resident Agent along with street address and telephone number for that agent.
 - If the owner is a Partnership, or similar entity, a **Responsible Partner** is required. Please list the Responsible Partner along with street address and telephone number for that partner.
3. Complete the **Registration Statement of Residential Property: Part C form – Compliance with Lead Poisoning Prevention Laws** form. Please complete a separate **Registration Statement of Residential Property: Part C form** for each residential unit.
4. Include the registration fee by check or money order made payable to the **Director of Finance**.
5. Please sign, date and mail the **entire registration packet** or you may deliver the packet in person to the **Department of Housing and Community Development, Property Registration Division, 417 East Fayette Street, Room 100, Baltimore, Maryland 21202**.

IMPORTANT WEBSITES

To obtain more information about Lead Inspections and Compliance please visit:
<http://www.mde.state.md.us/Programs/LandPrograms/LeadCoordination/index.asp>.

To renew your registration online, download additional Property Registration forms or determine if your property is the subject of an outstanding Vacant Structure Notice, please visit
www.baltimorehousing.org.

IMPORTANT PHONE NUMBERS

Property Registration..... 410-396-3575
Maryland Department of the Environment.....1-800-776-2706

Payments not received within 30 days of September 1st shall be subject to interest and penalties. Additionally, unpaid registration fees are a lien against the property, and subject to tax sale. Failure to register your property may result in the issuance of environmental citations.

IMPORTANT INFORMATION ABOUT CARBON MONOXIDE (CO) ALARMS

NEW LAW Effective March 1, 2010 in Baltimore City

Building, Fire and Related Codes of Baltimore City §1211 Carbon Monoxide Alarms

Carbon monoxide is a colorless and odorless gas produced by appliances and other devices that burn gas, petroleum products, wood and other fuels. Carbon monoxide replaces oxygen in your blood — and the consequences can be fatal. Effective March 1, 2010 any property in Baltimore City that has appliances or other devices that burn gas, petroleum products, wood and other fuels must have a working carbon monoxide alarm installed outside of all sleeping areas.

Key Points

Affected Properties: All (both rental and owner occupied) dwelling units in Baltimore City that:

1. use gas or fossil-fuel for heating, cooking, hot water or clothes drying;
2. is attached to a garage; or
3. have a gas or wood burning fireplace.

Owner's Responsibility: The owner must:

1. Provide and install a CO alarm outside all sleeping areas;
2. Test and maintain CO alarm, except in rental property;
3. Provide tenants with written information on alarm testing and maintenance.

Occupant's Responsibility: In rental property the occupant is responsible for testing, maintaining and replacing batteries.

Type of CO Alarm: Any CO alarm that is certified by a nationally recognized testing laboratory will meet the requirements of the City code. A device that combines a smoke alarm and a CO alarm is acceptable.

New Construction: All new construction of dwelling units must have CO alarms that are wired to an AC primary source of power and have a battery powered back up.