



**Section 119 of the Code of the City of Westminster has the following requirements for registering residential rental properties located within the Corporate limits of the City:**

§301.2 Responsibility

119-301.2.1 This Section shall address the responsibility of owners within the City and their agents, occupants of property within the City, and the requirement to register residential rental properties.

119-301.2.2 For all residential rental properties, the owner of record as shown in the land records of Carroll County, Maryland, must designate an agent who shall be an individual residing within the State of Maryland no more than 25 miles from the City limits of Westminster. The owner shall certify and register the name, address and telephone number of such agent and shall keep such information current with the Code Official. Post office boxes are not acceptable. The agent must be an individual who can be reached within no less than one hour, at all times, 24 hours per day.

119-301.2.3 The owners of all residential rental properties with the City of Westminster must register those properties with the Code Official by name, address and telephone number of owner, and address and number of rental units in the property.

PLEASE COMPLETE THE FOLLOWING PROVIDING A RESPONSE FOR EACH LINE OF THE FORM. ALSO NOTE THAT THE INFORMATION PROVIDED IS SUBJECT TO RELEASE TO THIRD PARTIES UNDER THE FREEDOM OF INFORMATION ACT.

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

NUMBER OF UNITS AT ADDRESS: \_\_\_\_\_

AGE OF UNIT OR YEAR BUILT: \_\_\_\_\_

DO YOU POSSESS A MARYLAND DEPARTMENT OF ENVIRONMENT LEAD CERTIFICATE? \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

STREET

\_\_\_\_\_  
CITY, STATE, ZIPCODE

PROPERTY AGENT NAME: \_\_\_\_\_

PROPERTY AGENT CONTACT NUMBER: \_\_\_\_\_

PROPERTY AGENT ADDRESS: \_\_\_\_\_

STREET

\_\_\_\_\_  
CITY, STATE, ZIPCODE

**OWNER CERTIFICATION:**

The above agent is authorized to receive, on by behalf, service of process and service of any other legal papers and notices relating to the above Rental Property Address. I hereby declare and affirm under the penalties of perjury that the foregoing information is correct as of the date hereof. I understand that it is the obligation of the undersigned to keep the above information current with the Code Official of the City of Westminster, Maryland.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER (S) SIGNATURE

