



City of Hyattsville • Code Compliance Division Multi-Family License Application

Multi-Family License: New Renewal

Please note the following:

1. You may designate a tenant or building manager as an agent. Addresses, including email addresses, should be one where the identified owner/agent agrees to receive notices and other official documents.
2. You must provide a copy of the State of Maryland Lead Paint Certificate for properties built before 1978. Single family rental properties which are also occupied by the property owner(s) are exempt from lead registration.
3. Incomplete applications will be returned.
4. Occupancy licenses are not transferable, by the license holder, to another person or entity.

Owner's Information

Property Address: _____, Hyattsville, MD Zip Code: _____
 Name: _____ Lives at Property? Y N
 Owner Agent
 Mailing Address: _____
 Primary Phone: _____ Alternate Phone: _____
 Fax: _____ Email Address: _____

Property Management Information

Name: _____
 Mailing Address: _____
 Primary Phone: _____ Alternate Phone: _____
 Fax: _____ Email Address: _____
 Lead Registry Tracking No: _____ and/or Lead Inspection Certificate No: _____
 Date Current Tenant(s) Occupied: _____ Year Structure Built: _____

Please select Permit Classification Below
A Prince George's County Certificate of Occupancy is Required for Structures with more than (1) Unit

	Quantity	Fee Per Unit/Room/Structure	Amount Due
Structure: 2 – 5 Units (M1)	_____ (Units)	x \$120 per unit	= _____ .00
Structure: 6 or More Units (M16)	_____ (Units)	x \$120 per unit	= _____ .00

Cash, Check or Money Order are all acceptable forms of payment.
Payments can be made in person or by mail after submission of a completed application.

For your convenience, if your check is dishonored or returned for NSF or uncollected funds, we will electronically debit your account for the amount of the check. A state allowable processing fee will be charged to you separately.

For additional information, please review the City's "[Residential Code Compliance Brochure](#)" and feel free to contact the Office of Code Compliance with any questions.

By signing this application, I agree that all of the information provided above is accurate.

Signature Required _____

_____ Date

Contact Information

4310 Gallatin St • Hyattsville, MD 20781
Phone: (301) 985-5014 OR (240) 487-1715 • **Fax:** 301-985-5007 • **Website:** www.hyattsville.org • **Email:** credman@hyattsville.org