

Worcester County, Maryland
One West Market Street,
Room 1201, Government Center
Snow Hill, MD 21863-1070
Phone: (410) 632-1200 ext. 1189
Fax: (410) 632-3008



OFFICE USE ONLY:

Customer ID: _____
License Application Fee: _____
Date Filed: _____
Reference No.: _____
Bill No.: _____

Rental License Application

Each property offered for rent, regardless of the length of the rental term, must apply for and obtain a rental license. Rental licenses are issued only to the property owner of record; however, a rental agent or property manager may be listed. A separate rental license is required for each individual property.

RENTAL PROPERTY INFORMATION (Leave blank if unknown, except for address):

Physical Address (required): _____

Tax Map: ____ Parcel: ____ Section: ____ Block: ____ Lot: ____ Unit: ____

Property Account Identifier - District: ____ Account Number: _____

Year dwelling was built: _____

* Please note that **if a building permit for the dwelling was submitted on or after April 17, 2026, an additional parking space is required to be provided for a total of three (3) off-street parking spaces.** Street parking does not count toward this requirement.

PROPERTY OWNER CONTACT INFORMATION:

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Do you prefer to receive licenses, bills and renewals via email? Yes No

PROPERTY MANAGER OR RESIDENT AGENT CONTACT INFORMATION:

Manager or Resident Agent Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

* All owners and property managers are required to be available 24 hours a day during any rental period. Any change in property management must be reported to the County promptly to ensure your account information remains current.

OFFICE USE ONLY: Customer ID: _____

RENTAL TYPE (Please check all that apply):

- Class 1*:** Short-Term Rental (28 consecutive days or less)
 - Entire single-family dwelling
 - Bedroom(s) within a dwelling with a resident family
- Class 2:** Long-Term Rental of a Dwelling
 - Class 2A*:** Greater than 28 consecutive days but less than four (4) consecutive months
 - Class 2B:** Greater than four (4) consecutive months
- Class 3:** Long-Term Rental of Bedroom(s) within a Dwelling with a Resident Family
- Class 4:** Manufactured or Mobile Home Park, No. of Sites or Lots: _____
- Class 5:** Hotel, Motel, or Campground (except cooperative campgrounds)
 - Campground – Number of Sites: _____
 - Hotel or Motel – Number of Rooms: _____
- Class 6:** Bed and Breakfast Establishment, No. of Rooms: _____
- Class 7:** Group Home or Assisted Living Facility (single-entity owner)
- Class 8:** Group Home or Assisted Living Facility (individually owned unit)

Room Tax:** Required for **Class 1 (short-term) and **Class 2A*** (long-term) rentals. Payable to the **Worcester County Treasurer's Office** when rented to the same person(s) for **less than four (4) consecutive months**. For more information, call the Treasurer's Office at **(410) 632-0686**.

REQUIRED SUBMITTAL DOCUMENTS:

- Copy of the standard lease or rental agreement and any house rules for renters
- Floor plans (drawn to scale) of all rooms and areas available for tenant use, indicating the location of windows and providing measurements for closets and rooms.
- Site plan showing outdoor use areas and dimension available off-street parking
- Completed Owner Acknowledgement and Signature Sheet
- License application fee (non-refundable).
- Short-Term Rentals Only:** Short-Term Rental Addendum.

A copy of the Rental License Fee Schedule for the classes listed above is available on the Department's website or in the Rental License Guide. You may also contact the Rental License Program at (410) 632-1200 ext. 1189 to verify applicable fees or obtain assistance. **All required documentation and fees must be submitted prior to application review.**



WORCESTER COUNTY RENTAL LICENSE APPLICATION PROPERTY OWNER ACKNOWLEDGEMENT AND SIGNATURE

Please review the information below regarding your rental license application. After reviewing, sign and return this form to the Department with your completed application. Please retain a copy for your records.

GENERAL INFORMATION

- **Fees:** All fees are due at the time of application and are **non-refundable**. No refunds will be issued for unused portions of a license term or for unissued licenses if a property transfer does not occur.
- **Non-Transferability:** Rental licenses are non-transferable and expire upon transfer of the property. A new license must be obtained by the new property owner of record.
- **Advertising:** All advertisements must display the valid rental license number issued by the Department.
- **Display of License:** The issued rental license must be prominently displayed on the premises in a visible location.
- **Use and Occupancy:** Only the usage, areas, and number of occupants listed on the rental license are permitted. Children count as one (1) occupant.
- **Property Changes:** Any expansion, alteration, or modification requires submission of a license modification and any applicable zoning or building permits. All rental properties must comply with Worcester County zoning, building, and rental housing regulations.
- **Right of Entry:** Upon request, County staff or public safety officials have the right to enter the premises at reasonable hours to inspect the license and verify compliance.

EXPIRATION AND RENEWAL

Rental licenses are issued to the property owner of record and are valid for one (1) year from the date of issuance or until the property is transferred, whichever occurs first. Renewal requests must be submitted at least sixty (60) days prior to expiration. Properties with expired licenses may not be rented until a new license is approved and issued.

OWNER CERTIFICATION

By signing below, the property owner certifies under penalty of perjury that all information provided is true and correct, that they will comply with all applicable Worcester County regulations, that any misrepresentation may result in denial or revocation of the license, and that he/she grants County officials the right to enter onto the property for the purpose of inspecting the licensed premises.

Subject Property Address: _____

Signature of Property Owner: _____ **Date:** _____