

Important Information Concerning Your 2017 Property Registration

(September 1, 2017 – August 31, 2018)

Keep this information sheet for your records

YOU CAN RENEW AND PAY YOUR REGISTRATION ONLINE

- You may renew your property registration online at www.baltimorehousing.org.
- Properties that have not been previously registered must be registered 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, 2017 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, 2017.

FEE SCHEDULE

- *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
- *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.
 - Vacant property owned by a nonprofit religious, charitable, or educational institution or organization is subject to the registration and Vacant Structure fee.

FILING YOUR PROPERTY REGISTRATION RENEWAL FORMS BY MAIL

Please take the following steps to ensure timely processing of your registration.

1. Please review all registration information on the Property Registration Renewal form for accuracy and completeness. Please make necessary changes on the back or last page 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 complete mailing 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 complete mailing address and telephone number for that partner.
3. Complete the **Registration Statement of Residential Property: (Part C) –Compliance with Lead Poisoning Prevention Laws** form. Please complete a separate **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.**

VACANT LOT REGISTRATION

- *The following vacant lot types are NOT 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.
- *Information required with vacant lot registration:*
 - Complete required information can be found in the Baltimore City Code, Article 13, Section 11-3
 - For owner/agent please note that Article 13, Section 13-3(c) states that a “post-office box does not suffice as an address....” Therefore your registration will be incomplete if a valid address is not provided.

ADDITIONAL 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 your inspector so that they can confirm and cancel the work order. Please note, if the City gets to this property before you do and cleans it you will receive a bill.*

OFFICE LOCATION

- Property Registration is located at 417 E. Fayette Street, Room 100, Baltimore MD 21202.

IMPORTANT WEBSITES

To obtain more information about Lead Inspections and Compliance please visit:

<http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/Pages/Programs/LandPrograms/LeadCoordination/index.aspx>

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 AND EMAIL ADDRESS

Property Registration.....	410-396-3575
Maryland Department of the Environment.....	410 537-4199/1-800-776-2706
Housing Inspections.....	410 396-4170
State Assessment and Taxation.....	410 767-1184
Tax Sale.....	410 396-3987 or 410 396-3556
Property Registration email address.....	property_registration@baltimorecity.gov

ADDITIONAL INFORMATION

- *For the 2017 Registration year (September 1, 2017 – August 31, 2018) payments received after September 30, 2017 shall be subject to interest and penalties.*
- *Unpaid registration fees are a lien against the property, and subject to tax sale.*
- *Failure to register your property is subject to the issuance of environmental citations.*
- *If you need to add or remove properties from your registration please submit your request in writing to: 417 E. Fayette Street room 100, Baltimore, MD 21202. We will update our records so that you can renew and pay online or you can note the changes on your renewal form and mail it in with your payment and we will update our records with the changes. Please note there must be a zero balance on the property before we can remove it from your list.*
- *If you are a nonprofit religious, charitable or educational institution or organization please include a copy of your 501(c)(3) or (4) documents with your renewal.*