



City of Frostburg

December 20, 2024

Dear Frostburg Rental Property Owner/Owner's Agent,

We are writing to notify you of important steps you need to take to remain in compliance with the City of Frostburg's Rental Housing Program. As part of the program's ongoing efforts to ensure safe, quality housing, we ask all rental property owners to review the instructions below carefully and complete the necessary steps no later than **February 1, 2025**.

Action Required:

1. License Your Units:

o Fee Structure:

- Pay by February 1, 2025 – \$40.00 per unit
- Pay by March 1, 2025 – \$50.00 per unit
- Pay by April 1, 2025 – \$100.00 per unit

o **Deadline: No later than April 1, 2025.**

- o Submit the completed 2025 Rental Housing License Form along with the required payment to the Frostburg Municipal Center (37 Broadway). Payments can be made via cash, check, money order, or in-office debit/credit card transactions (note: a 2.95% service fee applies to debit/credit card payments).

2. Submit Owner's Agent Certification Form:

- o Complete the Owner's Agent Certification Form and provide a copy of your Owner's Agent's driver's license.

3. Provide MDE Lead Certification:

- o **Required Documentation:** Submit a copy of your MDE Lead Certification for the property. In previous years, only the MDE Lead Number was requested, but to prevent any inaccuracies, we are now asking for the full MDE Lead Certificate.

License Renewal Form

Enclosed you will find a 2025 Rental Housing License form Please ensure that the form is fully completed and submitted by the appropriate deadlines. Incomplete submissions may result in delays and late fees. Please note that all Frostburg rental property owners and their designated Owner's Agents have received this notice. We encourage coordination between Property Owners and their Owner's Agents in completing these forms to avoid duplicate submissions.

Todd J. Logsdon
Mayor

Commissioners

Donald L. Carter, Jr.
Commissioner of
Finance

Kevin G. Grove
Commissioner of
Public Safety

Nina Forsythe
Commissioner of
Water, Parks and
Recreation

Adam Ritchey
Commissioner of
Public Works

Elizabeth Stahlman
City Administrator

The Rental Housing License Form and Owner's Agent Certification Form can be accessed online at: <https://www.frostburgcity.org/development/page/rental-housing-documents>. Failure to submit a completed form by April 1, 2025 will result in a \$250.00 citation per unit per day, and failure to license your unit(s) by June 1 will result in the property being posted as Not To Be Occupied. As the property owner, you will be responsible for arranging alternate housing for tenants of units posted as not to be occupied.

Triannual Inspections:

If your property is due for a triannual inspection, a Notice of Inspection Due is enclosed. Please ensure that your unit is inspected as outlined in the notice to avoid penalties and/or the unit(s) being posted as uninhabitable.

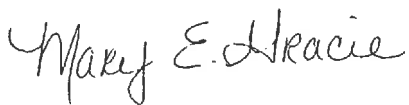
Rental Housing Program Updates:

The City of Frostburg's Rental Housing Program will be undergoing a significant overhaul in 2025 to enhance its effectiveness and ensure continued safety and quality in our rental housing stock. Your cooperation in completing these steps will help ensure a smooth transition as we implement these improvements.

For questions or assistance, please contact Mary Gracie, Rental Housing Program Coordinator, at 301-689-6000, ext. 112.

We value your partnership in maintaining safe, quality housing in Frostburg, and we appreciate your prompt attention to these important matters.

All the best,



Mary E. Gracie
Rental Housing Program Coordinator
Community Development Department
City of Frostburg

Enclosures:

- 2025 Rental Housing License Form
- Owner's Agent Certification Form
- Notice of Inspection Due (if applicable)

City of Frostburg

37 Broadway | P.O. Box 440 | Frostburg, MD 21532-0440 | 301-689-6000 Ext. 112

2025 RENTAL HOUSING LICENSING

Rental Properties in Frostburg must be annually licensed per the Frostburg Rental Housing Code (Ordinance 2014-04). Please complete and return this form with your licensing fee. Incomplete, unpaid, or unsigned forms will be returned as unregistered.

FEE SCHEDULE

\$40.00 per unit by 2/1	\$50.00 per unit by 3/1	\$100 per unit by 4/1	After 4/1, \$40 per unit plus \$250 citation per unit
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Units not licensed before April 1st are out-of-compliance; owners are subject to a \$250.00 fine for each unlicensed unit. Failure to register by June 1 will result in loss of any zoning "non-conforming" provisions for property.

Owner Information *Note: Owner information must reflect deed and/or tax records. List all owners' names if a business.*

Name(s): _____

Address: _____ City/State/Zip: _____

Phone (day): _____ Phone (mobile): _____ Email: _____

PUBLISH FOR MARKETING/CONTACT PURPOSES?

Owner's Agent Information: *Note: Any property owner using a business form of ownership; or family ownership with more than two persons on the deed, or any owner located outside a 25-mile radius of Frostburg must designate a certified agent that lives within a 25-mile radius of Frostburg.*

Name(s): _____

Address: _____ City/State/Zip: _____

Phone (day): _____ Phone (mobile): _____ Email: _____

PUBLISH FOR MARKETING/CONTACT PURPOSES?

Property Information:

MD Lead Paint Abatement Law Information – required for all properties built prior to 1978

For info visit www.mde.state.md.us/lead or call 1-800-776-2706 (in state) or 410-537-4199

Address	RIM # FOR OFFICE USE ONLY	Number of units	Year Built	MDE Affected? Yes/No	If Yes, MDE Tracking/Owner Number	If Yes, MDE Inspection Certificate #

I understand the requirements of the City of Frostburg Rental Housing Code, the International Property Maintenance Code, and other City ordinances governing use of property in the City. If applicable, I hereby designate the undersigned Owner's Agent to receive certification training by the City of Frostburg and represent the owner's interests as may include accepting service of process, property warnings and citations, or any other bill, receipt, legal notice, or other communication issued by the City of Frostburg. I (the owner) further attest under penalty of perjury that I have met all requirements of the MDE Lead Paint regulations and the above information is current and accurate.

Owner(s): _____ Date: _____

I (the Agent) understand and accept the responsibility of owner representation and City certification.

Owner's Agent: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ \$ Received: _____ Ref. No.: _____

Approved: _____ Notes: _____

STAMP DATE

CITY OF FROSTBURG OWNER'S AGENT CERTIFICATION

RENTAL HOUSING OWNER'S AGENT CERTIFICATION APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT
CITY HALL
37 BROADWAY, P.O. BOX 440
FROSTBURG, MD 21532

In accordance with Ordinance 2014-04, Owner's Agents are to be certified by the City of Frostburg; completion of this form certifies an individual as an Owner's Agent. An Owner's Agent must: be a natural person twenty-five (25) years of age or older whose residence or business office is located within a twenty-five (25) mile radius of the City (see exhibit 1 of Rental Housing Code for map).

Agent Name: _____

Business Name (if applicable): _____

Mailing Address: _____

Physical Address (if different than above): _____

E-mail address: _____

Phone No.: _____ Cell Phone No.: _____

Preferred Contact Method: e-mail phone cell phone

Owner's Agent Type: Individual Business

Publish name on website as a Certified Owner's Agent? Y / N

Driver's License Attached? Y / N *A copy of the Owner's Agent's Driver's License must be attached for certification.*

I, _____, agree to act as a certified Owner's Agent within the City of Frostburg. As such, I have read the Frostburg Rental Housing Code, Ordinance 2014-04, and understand the regulations and referenced codes set forth therein. I understand the responsibilities of a certified Owner's Agent, and agree to act in accordance with the regulations specified in the Frostburg Rental Housing Code.

Signature: _____

Date: _____

The City will hold the owner of a rental unit generally responsible for meeting requirements of this Ordinance both directly and through activities of any identified certified Owner's Agent provided by the owner when required herein, and will in this regard apply penalties and take enforcement measures against the owner as a remedy when deficiencies are noted by inspection or when rental units are not properly registered.

"Owner's Agent" shall not be deemed to have any legal authority or power that may be conferred on persons otherwise known as "Property Managers" or any other term that may be referenced in the Annotated Code of Maryland or COMAR related to real estate management. Having an "Owners Agent" shall not excuse any Owner from their responsibilities as set forth in the Rental Housing Code.

PLEASE LIST PROPERTIES TO BE MANAGED IN THIS CALENDAR YEAR ON THE REVERSE SIDE OF THIS FORM.

Property Address	Owner Name	Number of Units
1		
2		
3		
4		
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6		
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24		
25		

OFFICE USE ONLY

Date Received: _____

Copy of Driver's License? Y / N

Date Certified: _____

Certified by: _____