

TOWN OF PITTSVILLE
P O Drawer A
7505 Gumboro Road
Pittsville, Maryland 21850

Office of the Town Manager

17 Jan 26

Re: Rental Housing License Renewal/CY2026

Dear Property Owner:

On November 18, 2024, the Town Commissioners of Pittsville adopted Ordinance # 2024-06 (***copy available on town's web site***) that amends Ordinance # 2019-01 establishing a Landlord Licensing Program that requires ALL owners of rental properties operating within the incorporated limits of the town to register any and all properties used in whole or in part as a residential rental dwelling unit. The deadline this year for registration is February 28, 2026 and the rental housing license issues will be valid for the 2026 calendar year.

An application is being provided for your convenience. For multiple-family buildings, owners/managers should make copies of the original application form and be sure to include apartment name and unit number, and tenant name on each application (one check in the amount for all units will be accepted). Upon completion of an application and submission of the license fee of one hundred fifty dollars (\$150.00) per unit, each application will be reviewed and upon approval by the enforcement authority, a rental housing license will be issued. Each application must be filled out completely and all applications for residential housing units built in or prior to 1978 must be accompanied by proof of compliance with the Maryland Department of the Environment (MDE) lead paint registration requirement and test results. Applications for licenses submitted for rental housing units built in or prior to 1978 without the required MDE documentation will be denied.

Ordinance # 2024-06 also requires that all rental dwelling units be inspected at least once over a three year period. Once applications are submitted, the Code Enforcement Officer will designate those rental units to be inspected for that year whereupon a letter of inspection notice will be sent to the property owner requiring an inspection to be scheduled by the Town's Inspection Agency which is *First State Inspection Agency, Inc.* Pertinent information regarding the rental dwelling unit inspection process will be provided to each property owner.

All rental housing property owners who fail to make application to obtain a rental housing license for each rental unit or who fail to submit ALL necessary documentation as listed above will be subject to a municipal citation and fine of five hundred dollars (\$500.00) for each violation. Each day the property is used as a rental will constitute as a separation violation.

Should you have any questions concerning the ordinance visit the Town's web site , or contact the Pittsville Town Hall. The Town of Pittsville extends our appreciation in advance for your cooperation in this matter.

Sincerely,

A handwritten signature in green ink, reading "Joseph A. Mangini, Jr.", with a large, flowing loop at the end.

JOSEPH A MANGINI, Jr.
Town Manager/Code Enforcement Officer

cc: File (Rental Housing Licensing/Inspection Program.
Town Clerk
Town Treasurer