



Prince George's County Short-Term Rentals Program



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Prince George's County Short-Term Rentals (STR) Program Overview

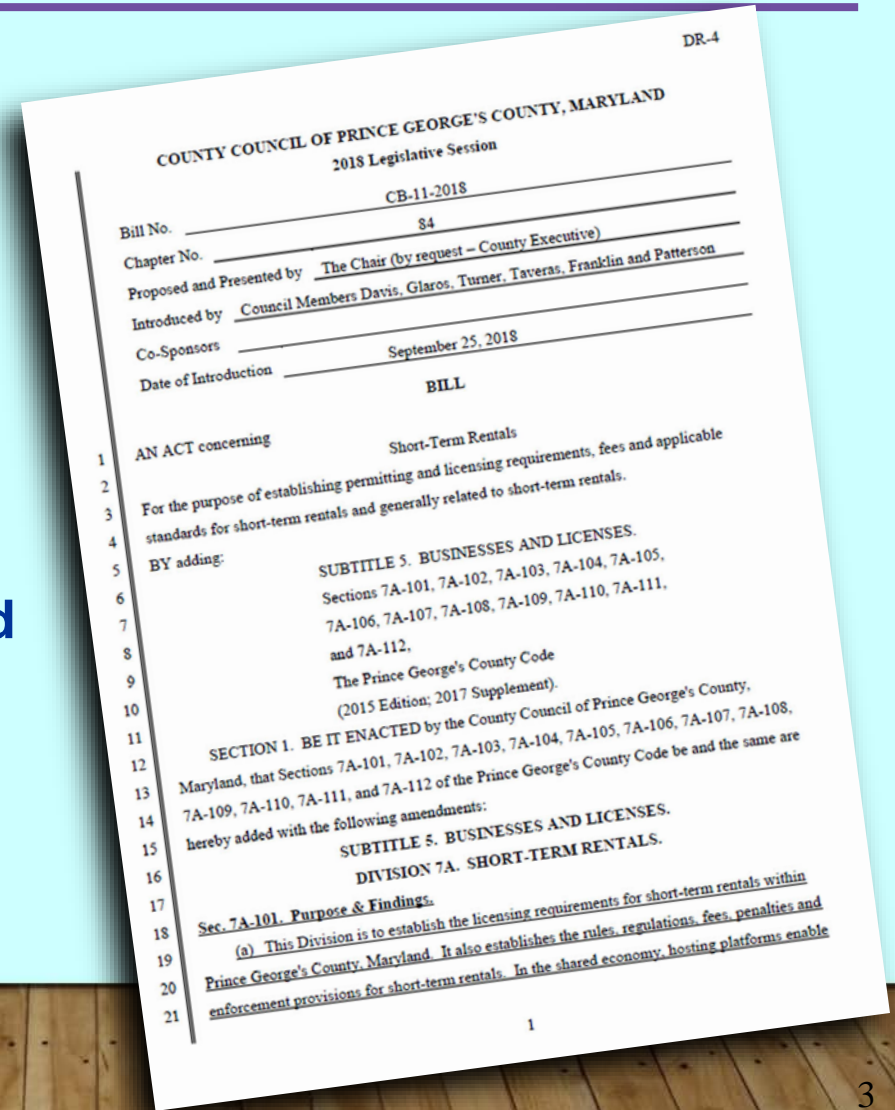
Hundreds of people currently offer their homes for rent. Legislation effective October 1, 2019 will allow them to legally rent their homes with government oversight.





Program Overview

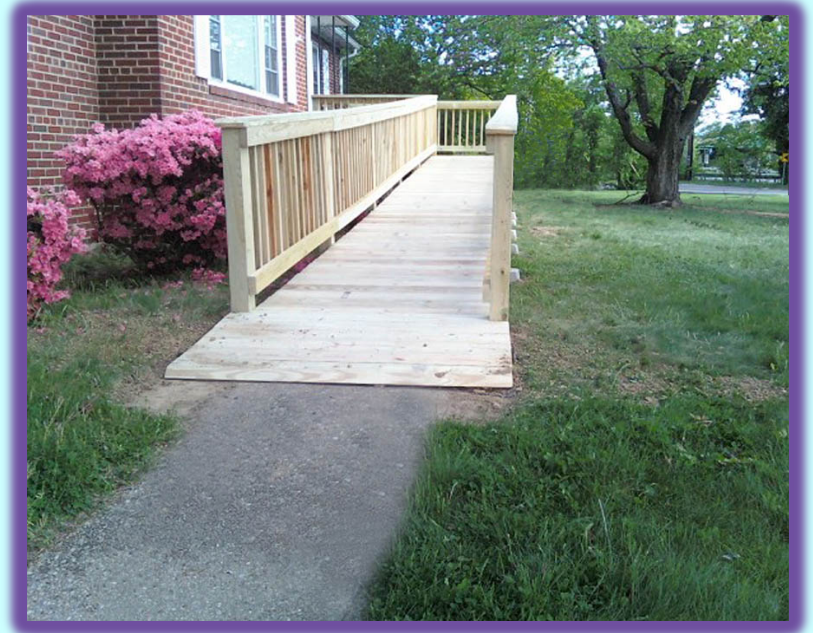
- In September 2018, the Prince George's County (Maryland) Council adopted legislation to establish a Short-Term Rentals Program in the County.
- The program will be administered by the County's Department of Permitting, Inspections and Enforcement (DPIE).





Short-Term Rentals Program Overview

- Under the County's Short-Term Rentals Program, Prince George's County homeowners whose properties comply with County Code and who meet certain other criteria may seek a Short-Term Rental License to host renters working through established rental companies (platforms), such as Airbnb.
- The licenses cost \$150 per year and expire one year from the date of issuance.





Estimated Annual Revenue

- **Revenue Generated from Host Applications**

The estimated revenue from host applications is \$225,000. There are currently an estimated 1,500 homes serving as short-term rentals. The yearly fee is \$150.

- **Revenue Generated from Platform Applications**

The estimated revenue from platform applications is \$15,500. There are currently six platforms that are expected to list Prince George's County homes at \$2,500 per year for platform fees.

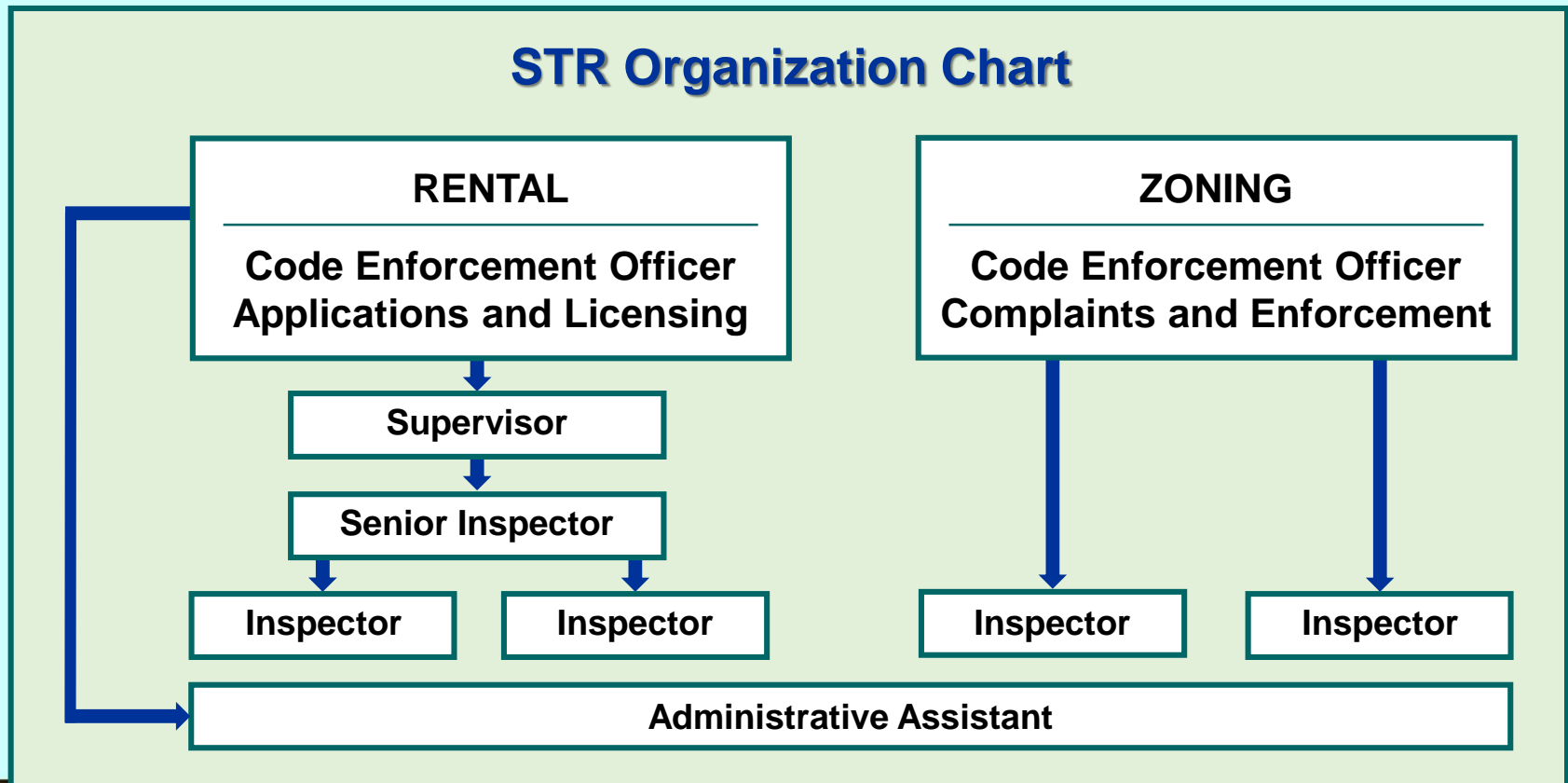
- **Revenue Generated from Hotel Tax Fees**

The estimated revenue for hotel fees is \$1,350,000 based on a calculation of 1,500 units paying \$12 in hotel tax per day, renting 60 days per year.



Program Oversight

- The Short-Term Rentals Program is part of the DPIE Enforcement Division.





Application Process Checklist

- Provide proof that Short-Term Rental License Neighbor Notification Form has been submitted to neighbors in adjacent homes.
- Provide proof that Short-Term Rental License Homeowners Association Notification Form has been submitted to the HOA.
- Pay the initial \$150 licensing fee; thereafter, an annual fee of \$150 would apply. All fees are non-refundable.
- Provide a copy of current and valid liability insurance of at least \$1,000,000.
- Provide photographs to DPIE as proof the required smoke detectors and carbon monoxide detectors have been installed. Photos must be labeled to indicate location within the rental.
- Provide photographs to DPIE as proof the required fire extinguishers are placed at the required positions. Photos must be labeled to indicate location within the rental.
- Provide photographs to DPIE as proof the emergency contact information is conspicuously posted in the interior of the rental.



Application Process Checklist

- Provide photographs to DPIE as proof a floor plan that designates the locations of fire exits, fire extinguishers and escape routes is conspicuously posted in the interior of the rental. Photos must be labeled to indicate location of posting within the rental.
- Provide updates to the host's contact information within five business days of a change. Failure to comply may result in the license being denied or revoked.
- Provide photographs as proof of availability of off-street parking for the rental.
- Provide proof of ownership of the short-term rental property and a copy of the host's homestead property tax credit for the location of the rental.
- Provide a list of all the licensed platforms the applicant intends to utilize.
- Provide photos as proof that the Short-Term Rental License, emergency contact information and a list of platforms that advertise the rental property are conspicuously posted on the property.
- Complete Human Trafficking Training videos and quiz at the following url:
<https://www.princegeorgescountymd.gov/3210/Human-Trafficking-Training-Video>



Online Application for Landlords

The image displays three overlapping screenshots of the Prince Georges County DPIE (Department of Permitting, Inspections and Enforcement) website, illustrating the online application process for landlords.

Top Screenshot (Home Page): Shows the DPIE logo and navigation menu. The main content area includes a "Short Term Rental Help" link and a "General Case Information (For Official Use Only)" section with a "Permit Application Date" of 8/28/2019 2:03:22 PM. A "Platform Information" section is partially visible.

Middle Screenshot (Application Form): Shows the "Update - Short Term Rental Owner Application" page. It includes a "Welcome" message and a "Logout" link. The form contains several sections:



- General Case Information (For Official Use Only):** Shows the "Permit Application Date" as 8/28/2019 2:03:22 PM and the "Permit Number" as 172-2019-0.
- File Attachment Information:** Includes instructions: "When you select a file to upload, it will not show as uploaded until you choose 'Submit' or 'Save and Exit' at the bottom of the page." It lists required attachments:
 - Provide a copy of current and valid liability insurance of at least \$1,000,000. (Only picture file is allowed: .gif, .png, .bmp, .tif, .jpg, or .pdf)
 - Provide a picture to the Department of Permitting, Inspections and Enforcement (DPIE) as proof of the required smoke detectors and carbon monoxide detectors. Pictures must be labeled to indicate location in the rental. (Only picture file is allowed: .gif, .png, .bmp, .tif, .jpg, or .pdf)
 - Provide pictures to DPIE as proof of the required fire extinguishers. Pictures must be labeled to indicate location in the rental. (Only picture file is allowed: .gif, .png, .bmp, .tif, .jpg, or .pdf)
 - Provide a picture to DPIE as proof of the conspicuously placed posting of the emergency contact information on the interior of the rental, a floor plan that indicates fire exits and escape routes. Pictures must be labeled to indicate location of posting. (Only picture file is allowed: .gif, .png, .bmp, .tif, .jpg, or .pdf)

Bottom Screenshot (Attestation Form): Shows the "Short Term Rental Attestation" section. It includes the instruction: "You must attest to all of the" and a list of attestation items with checkboxes:

- Attest and ensu bedroom, sleep
- Attest and ensu bedroom, sleep
- Attest and en rental, a floor main entranc



Online Application for Platforms

 **Prince Georges** county 
DPIE Department of Permitting, Inspections and Enforcement

Home Profile ▾ Permit / License ▾ Welcome Logout

Short Term Rental Platform Application

[Short Term Rental Help](#)

To complete this online application and have it submitted to Short Term Rental Unit in Enforcement Division Suite 600 for review and issuance, you **MUST** press the "Submit" button on the last page. Pressing "Save and Exit" will save your information. To complete your application, you **MUST** press Submit. This application **MUST** be electronically signed by the owner completing this application. A non-refundable annual fee of \$2500.00 is due with the application. If any of the information on this application changes, you must immediately notify DPIE at dpieashorttermrentals@co.pg.md.us

General Case Information (For Official Use Only)

Permit Application Date: 8/28/2019 Permit Number: TBD

Business Information

Prefix: First Name: Middle Name: Last Name:
- Select One ▾

Company Name: (P.O. Boxes not acceptable)

Street No. * Street Type: * Only use No Suffix if your Street Type is not available in the list.
NO SUFFIX ▾

Street Name: * Unit:
Building: State: *
City: * - Select One - ▾

Zip Code: * Phone:
Phone: * (numbers only e.g 3011111111) Phone 2:
Cell Phone: * (numbers only e.g 3011111111) Email: *

Emergency Contact Information

Prefix: First Name: Middle Name: Last Name:
- Select One ▾


Street No. * (P.O. Boxes not acceptable)


Street Name: * Street Type: * Only use No Suffix if your Street Type is not available in the list.
NO SUFFIX ▾

Building: Unit:
State: * - Select One - ▾



Proof of Intent to Apply Neighbor Notification Form

 **Prince George's County**
Department of Permitting, Inspections
and Enforcement
ENFORCEMENT DIVISION
9400 Peppercom Place, Suite 600
Largo, Maryland 20774
(301) 883-6168 • FAX: (301) 883-7138

 **DPIE**
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT

**SHORT-TERM RENTAL LICENSE:
NEIGHBOR NOTIFICATION**
Please Print Clearly

APPLICANT INFORMATION

Name of License Applicant: _____

Address of Rental: _____ *House Number and Street*

_____ *City* _____ *State* _____ *ZIP Code*

Dear Neighbor,

I intend to apply for a Short-Term Rental License to rent my home under the program established by Prince George's County through CB-11-2018. The program begins October 1, 2019. The Department of Permitting, Inspections and Enforcement (DPIE) has been designated to manage the program.

The legislation requires me to notify the neighbors whose properties abut mine and to secure proof of those notifications.

Approval of my application is contingent upon me attesting to have fulfilled the regulations set forth in the law, as well as requirements from platforms that will participate in the program, such as Airbnb. Platforms are the agencies that advertise eligible rental properties.

Approval of my application is in no way a declaration from Prince George's County that I have fulfilled each requirement, but that I have declared to have done so. Failure to obey the law and maintain the conditions set forth by the platform may result in suspension or revocation of my Short-Term Rentals License.

For information about the Prince George's County Short-Term Rentals Program, visit the DPIE website at <http://dpiemarygc.us>. For questions, please e-mail DPIEshorttermrentals@cg.pg.md.us.

TO BE USED BY DPIE FOR VERIFICATION PURPOSES ONLY

Date of Notification: _____

Name of Neighbor: _____

Address of Neighbor: _____

Position of Neighbor's Home Related to Rental Property: _____

E-mail Address of Neighbor: _____

Phone Number of Neighbor: _____


Under penalty of perjury I attest that I caused a copy of this document to be delivered to _____ *(Neighbor's Name)*
on _____ *(Date)*
at _____ *(Neighbor's Address)*
_____ *(Signature)*

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P.G.C. DPIE Form 27-016 (Rev. 8/19)



Proof of Intent to Apply HOA Notification Form



Prince George's County
Department of Permitting, Inspections
and Enforcement
ENFORCEMENT DIVISION
9400 Peppercom Place, Suite 600
Largo, Maryland 20774
(301) 883-6168 • FAX: (301) 883-7138



DPIE
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT

**SHORT-TERM RENTAL LICENSE:
HOMEOWNERS ASSOCIATION NOTIFICATION**

Please Print Clearly

APPLICANT INFORMATION

Name of License Applicant: _____

Address of Rental: _____ House Number and Street

City
State
ZIP Code

I am your neighbor. I am notifying the HOA, with this document, that I intend to apply for a Short-Term Rental (STR) License to rent my home under the program established by Prince George's County through CB-11-2018. The program begins October 1, 2019. The Department of Permitting, Inspections and Enforcement (DPIE) has been designated to manage the program.

The legislation requires me to notify my HOA and neighbors whose properties abut mine and to secure proof of those notifications. I am sending separate notifications to my neighbors.

Approval of my application is contingent upon me attesting to have fulfilled the regulations set forth in the law, as well as requirements from platforms that will participate in the program, such as Airbnb. Platforms are the agencies that advertise eligible rental properties.

Approval of my application is in no way a declaration from Prince George's County that I have fulfilled each requirement, but that I have declared to have done so. Failure to obey the law and maintain the conditions set forth by the platform may result in suspension or revocation of my Short-Term Rentals License.

For information about the Prince George's County Short-Term Rentals Program, visit the DPIE website at <http://dpi.e.mygc.us>. For questions, please e-mail DPIEshorttermrentals@co.pg.md.us.

TO BE USED BY DPIE FOR VERIFICATION PURPOSES ONLY

Date of Notification: _____

Name of HOA: _____

Name of notified HOA Official: _____

Position of Notified HOA Official: _____

E-mail Address of HOA Official: _____

Phone Number of HOA Official: _____

Under penalty of perjury I attest that I caused a copy of this document to be delivered to _____ (HOA's Name)

at _____ (HOA's Address) on _____ (Date)

_____ (Signature)



Complaint Process

- Call 911 for emergencies.
- For police non-emergencies, call 301-350-1250.
- To report parking violations, call 301-772-2060.
- For nuisance complaints, contact DPIE at DPIEshorttermrentals@co.pg.md.us.
- For property maintenance concerns, contact CountyClick311 (dial 311 or 301-883-4748) or e-mail CountyClick311@co.pg.md.us.
- For general concerns, contact your platform or DPIEshorttermrentals@co.pg.md.us.



The 311 Call Center routes complaints, including anonymous calls, to the appropriate agencies.



Frequently Asked Questions

- **Who can participate in short-term rentals?**

Any Prince George's County homeowner whose property complies with County Code who has sought a valid license and is working with one of the qualified rental platforms, such as Airbnb, may apply for a Short-Term Rental License for a home that is their primary residence.

- **Can I rent my townhouse or condo?**

Townhouses and condos may be rented, as well as houses. Check with your HOA for requirements.

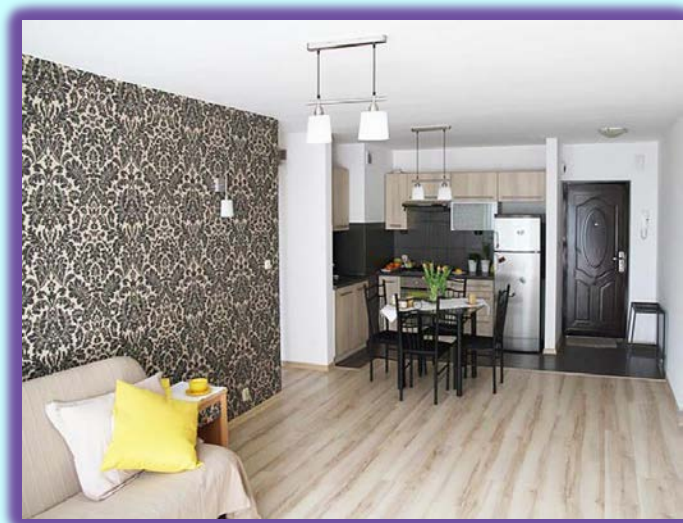




Frequently Asked Questions

- **Will my house be inspected by Prince George's County before I am granted an STR License?**

Your home will be inspected if there is a complaint or if the administrators of the Short-Term Rentals Program become aware of an issue, such as failure to comply with a requirement of the license, that would precipitate an inspection.



- **What is the process to participate?**

Anyone interested in renting their home should complete the online application and pay the \$150 fee. A 90-day certificate will be granted pending approval of the license. The licensing application process includes completing several documents, then attesting to a number of requirements set forth in the law (CB-11-2018). All documents and the attestation page are available on the DPIE website. There are a number of documents you will be required to upload to DPIE.



Frequently Asked Questions

- **How much does it cost to participate?**

The application fee is \$150. The STR License must be renewed each year at a cost of \$150. There may be additional costs involved in bringing the home into compliance with Short-Term Rentals Program requirements, such as equipping the home with smoke detectors, fire extinguishers, etc.



- **If I change my mind after I apply, can I get my money back?**

Any fees paid in the application and licensing process are nonrefundable.



Frequently Asked Questions

- **Do I have to have insurance to rent my house?**

Applicants for an STR License must attest to having \$1 million in liability insurance, as required by most rental companies, and provide a copy of the \$1 million liability insurance policy. Failure to show proof of the liability insurance will disqualify the applicant.

- **Can I rent my house if I have a dog?**

Check with your platform for requirements about pets. Prince George's County has no limits on renting if you have pets if you disclose the pet(s) on the application form and the pet does not pose a threat to a renter. The County assumes no liability as relates to pets. Renters who stay at homes with pets do so at their own risk.



- **Do I have to own the house to rent it?**

Applicants for the STR License are required to provide proof of ownership of the property.



Frequently Asked Questions

- **Do I have to live in the house to rent it under the STR Program?**
Hosts are required to attest that the property is their permanent residence.
- **Do I have to tell my neighbors that I am going to rent my house?**
Applicants for a Short-Term Rental License are required to notify neighbors directly on both sides, behind and in front of the dwelling. They are required to attest to the fact that they have made the notifications. They must also notify their local homeowners association and be current with any requirements of homeowners groups that regulate their communities.
- **Some of my neighbors don't like me. What if they don't want me to rent my house?**
You are required to notify your neighbors. However, it is not likely that they would be able to block the license unless they can prove that the home is not in compliance or is unsafe, or there is some significant problem with the STR License applicant.





Frequently Asked Questions

- **If someone staying in my house does something to one of the neighbors' property, am I liable?**

That is a question for the rental company with which you have the liability insurance.

- **If someone visits a renter in my home, am I liable if they get hurt?**

You are liable for anyone who is injured in your home. See your liability insurance policy for details.



- **Is there a legal age?**

Most platforms require a renter to be of legal age, which is 18 years old in Maryland.



Frequently Asked Questions



■ How long can I rent my house out each year?

According to the legislation, hosts:

- Shall not rent the short-term rental for more than 30 consecutive days;
- Shall not rent the short-term rental more than 90 days per calendar year if the short-term rental is unoccupied by the owner;
- Shall not rent the short-term rental more than 180 days per calendar year if the short-term rental is owner occupied;
- Shall not combine allowable time frames to exceed the permissible calendar days for short-term rentals.

■ I live in a municipality. Are there fees that I will be assessed there?

There may be a requirement for you to have an additional rental license if you live in a municipality. Check with your municipality for requirements.



Frequently Asked Questions

- **Is the host required to provide parking? How much?**

You must have one parking space for every three overnight guests.

- **Can people from overseas rent my house?**

There are no prohibitions in the STR legislation against renting to foreigners.

- **How can I know if the renters are safe people?**

Check to see what vetting of renters the rental company does. DPIE does not screen renters.

- **Can I advertise my home as an STR?**

Check with your platform for information about advertising.





Frequently Asked Questions



- **If the County comes to inspect my home, am I required to let them in?**
A condition of licensure is agreeing to allow inspectors from DPIE and other appropriate agencies to enter for inspections.



Prince George's County
Department of Permitting, Inspections and Enforcement
9400 Peppercorn Place, Largo, Maryland 20774
<http://dpi.e.mypgc.us>
301.636.2000