

Now Open!
Department of Housing and Community Affairs
FY2023 Rental License and
Registration Renewal

Rental housing licenses and Common Ownership Community (COC) registrations are effective for one year from July 1st to June 30th. The annual fee is not prorated for a partial license or registration period.

You can renew online! Click or copy the link below to view your invoice and make payment online.
<https://ex11.montgomerycountymd.gov/ojn3/ijn17/DHCA-LicensingAndRegistration/>

In addition, we are mailing you a paper copy of your invoice. This provides you a second means of receiving your FY2023 renewal invoice. If you use the above link to make your payment, you may ignore the paper invoice that arrives in the mail.

For questions or assistance, contact:

1. Questions about your login, call MC311 at 240-777-0311
2. Questions regarding Licensing and Registration, call MC311 at **240-777-0311** or email DHCA Licensing and Registration at: DHCA.Licensing@MontgomeryCountyMD.gov

Before a license may be renewed, all licensing requirements must comply with all applicable laws. Per County Code Chapter 29, a rental license cannot be renewed if:

- A property located within a common ownership community has fees due to the governing board that are 30 days past due.
- A landlord of a pre-1978 rental property fails to comply with Maryland Department of the Environment (MDE) Lead Rental/Registration requirements or submit required documents to DHCA.
- A landlord lives outside of the state of Maryland, or uses a P.O. address, and has not listed as a contact a Legal Agent who lives in Maryland.
- Ownership information is not current or missing with DHCA.
- A landlord fails to complete the Multifamily Rental Survey
- A Common Ownership Community fails to complete the Profile Update (i.e., list of rental properties within the community)

Per Section 29-18, it is a class A violation if a person operates or attempts to operate a rental housing property without a rental housing license, fails to complete Rental Survey or fails to complete Profile Update.