



Rental Housing License Renewal User Manual





Rental Housing License Renewal

Momentum's Rental Housing Licensing module is specifically designed for ease in processing new and renewing rental housing licenses online. As a new user of Momentum, please find the following user guide to help in navigating the Rental Housing Licensing Application process.

After your license has been issued, you will be notified via email before the license expiration date to complete your renewal application.

License # RNW0008-2022-SFR

Your renewal is due by **Day/MM/Year**

"The renewal period has been opened and a renewal application has been generated for your license # HOU-0514-2020-SFR which can be used to renew your license. Your renewal is due by 11/28/2022.

Please visit <https://momentumhome.princegeorgescountymd.gov/> to review / update your renewal application and upload required renewal documents.

Step 1: Click on the link in the email or visit the website

<https://momentumhome.princegeorgescountymd.gov/>

Step 2: Login and click on My Dashboard



Step 3: Locate the renewal application record# RNW-xxxx-xx that has been generated on your dashboard and click on View Details button or on the application# hyperlink.

The screenshot shows a user interface for viewing details of a renewal application. A red box highlights the 'View Details' button. The main content area is divided into four panels: 'Rental Property License', 'Details', 'Status', and 'Fees'. The 'Rental Property License' panel contains the license title, a renewal instruction, the license number (HOU-0514-2020-SFR), the address (009103 LORIENT CT, FORT WASHINGTON 20744), and a blue hyperlink for the application number (RNW0008-2022-SFR). The 'Details' panel shows the sub-type as 'Single Family Rental'. The 'Status' panel lists 'Issued' (1 Pending Task), 'Added Date' (02/08/2022), 'License Date' (10/24/2018), 'Application Expires', 'Current Milestone' (Renewal Open), 'Issued Date' (11/29/2018), and 'Last Renewal Date'. The 'Fees' panel shows 'No Fees'. At the bottom, there is a 'Show Included Records' button with a count of 2.

Step 4: Follow the instructions and complete the renewal process.

Note: Please follow the instructions before you make the payment and upload files. You must review the information on your application form, make any changes as needed, and sign.

This section contains three main components. At the top, a grey banner with red text states: 'Renewal Application must be reviewed and signed. Click [HERE](#) to review your renewal application.' Below this is a dropdown menu labeled 'APPLICATION FORM: Single Family Rental License'. The bottom component is an 'Attachments' section with a header showing 'Attachments 0' and an upward arrow. The main area contains the text 'Add any files here.' and a blue 'Add' button.

Note: Do not add files until the task is assigned to you in your dashboard.



Step 5: Type the name of the person who completed the application and save.

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Type the Name of the Person Completing the Application *

[Cancel](#) [Save](#)

Step 6: Go to your dashboard and click on the application # link to view any outstanding tasks.

Step 7: Pay renewal Fees by clicking PAY BALANCE. Follow the instructions to process your payment.

Note: The application will not be reviewed until all outstanding fees are paid. Fees are NON-REFUNDABLE. You have 5 days from the application submittal date to pay before the application is abandoned.

Rental Property License

RNW0008-2022-SFR

MY FEES	
Total (paid and unpaid)	\$126.50 PAYMENT HISTORY
Unpaid Balance	\$126.50 PAY BALANCE



Step 8: You will be redirected to the payment portal to pay the fees.

DPIE-Permits, Inspections and Enforcement

eCheck/ACH payments will incur a service fee of \$1.50.
Visa Consumer Debit Transactions will incur a service fee of \$3.95 (flat fee).
All other Credit & Debit card transactions will incur a service fee of 2.45% of the payment amount.

Select Payment Method

Please Choose the Method of Payment

- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Corporate Check

Make sure you include your email address to receive your receipt.

Step 9: Return to Momentum and click on My Dashboard to Upload Required Documents. Click the View Details button or the license# number.

Note: The number of pending tasks counts the number of documents that are required for the application.

[View Details](#)

Rental Property License

[RNW0008-2022-SFR](#)

Details

Sub-type
Single Family Rental

Status

Issued
2 Pending Tasks

Added Date
02/08/2022

License Date
10/24/2018

Application Expires

Fees
No Fees

Current Milestone
Upload Req'd Docs for Renewal

Issued Date
11/29/2018

Last Renewal Date



Step 10: Review each document description.

To attach the required documents, click on the View Attachments button, then the Add button for each document to be uploaded. Follow the screens to Browse for the file and then click Save & Upload

This screenshot shows the 'Additional Required Items' section of a web application. At the top, there are two tabs: 'Needs Action' (active) and 'All'. Below the tabs, the section title 'Additional Required Items' is displayed with a notification badge showing the number '2'. The main area contains two items, each with a 'Description' field and a 'View Attachments' button. The first item's description reads: 'A Letter from the property owner authorizing the management company or representative to act on behalf of owner is required, along with copy of owner's driver's license to validate. The property management agreement can replace the letter from property owner.' The second item's description reads: 'A letter from the condominium association, cooperative housing corporation or homeowner's association showing the unit has clean hands (does not have any liens for non-payment of fees condo fees and/or the unit does not have any violations of bylaws is required. This letter must be on official letterhead.'

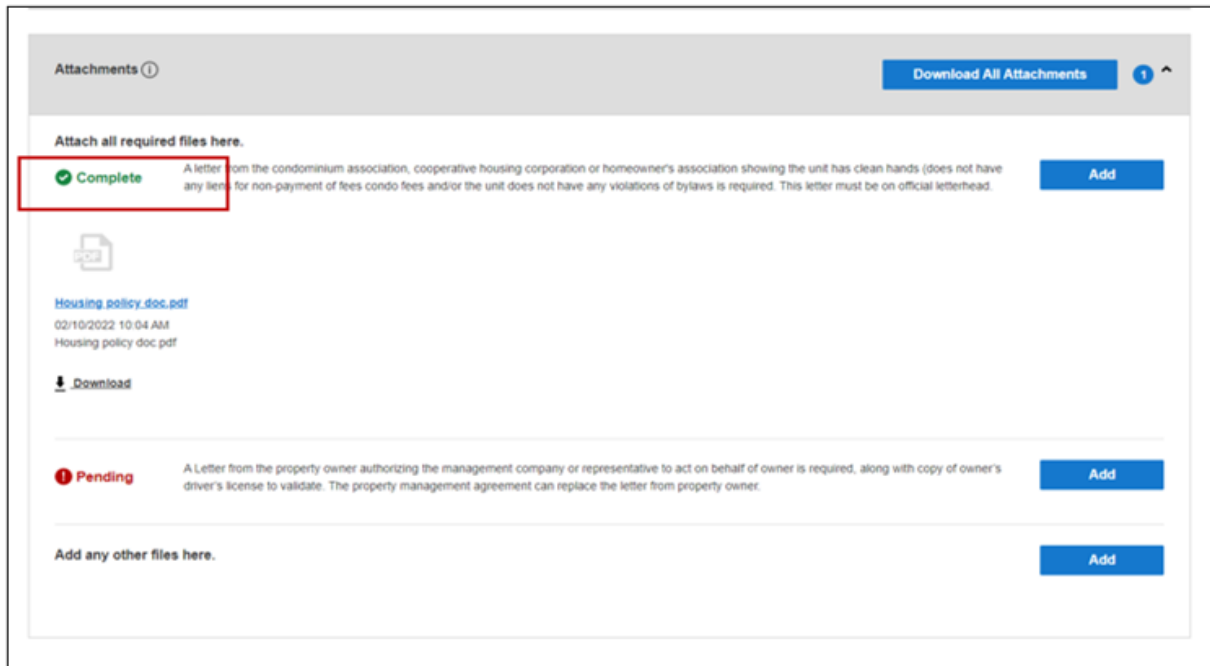
This screenshot shows the 'Attachments' section. The title 'Attachments' is followed by an information icon and a notification badge showing '0'. Below the title, the instruction 'Attach all required files here.' is displayed. There are four items listed, each with a red 'Pending' status icon, a description, and an 'Add' button. The descriptions are: 'Please upload the letter from construction lender/bank with credit history.', 'Please upload the letter from construction supplier with credit history.', 'Please upload a copy of signed financial statement (no more than a year old).', and 'Please upload a current original certification of insurance.'

The left screenshot shows the 'Upload Attachments' dialog box with the instruction 'Upload all attachments here.' and a dashed box for file selection. Below the box, it says 'Drag file here or Browse to select file. Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.' At the bottom are 'Back' and 'Save & Upload' buttons. The right screenshot shows the same dialog box but with form fields filled in. The file name is 'Housing policy doc.pdf'. The 'Title (optional)' field is empty. The 'Description (optional)' field is empty. Below the description field, it says '300 characters left'. The 'Document Type' dropdown menu is set to 'GOODSTANDING'. At the bottom are 'Back' and 'Save & Upload' buttons.

Note: There is a short time lag for each attachment to upload into the system.



Step 11: Each successfully uploaded attachment will come back as Complete. Once all documents have been uploaded, you can return to My Dashboard to confirm status.



Step 12: Current Milestone is now in Calculate Temp Rnwl Date, where you will receive a Temporary license# soon.

The DPIE Staff will review your application and you will be contacted if anything is missing or in error. After the review is fully approved, you will receive an email confirmation that your license is ready to download from your Dashboard.

