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 by11/28/2022.

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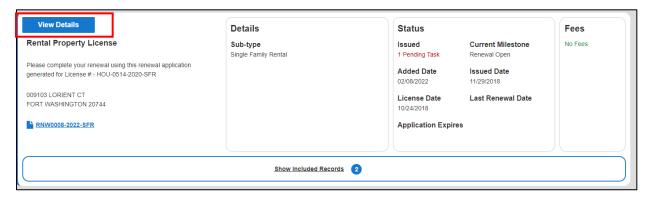

Step 1: Click on the link in the email or visit the website

https://momentumhome.princegeorgescountymd.gov/

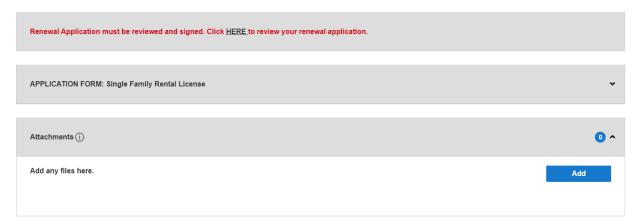**Step 2:** Login and click on My Dashboard

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.

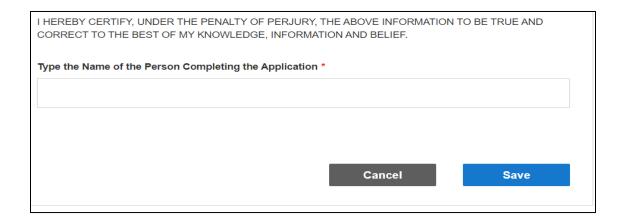**Step 4:** Follow the instructions and complete the renewal process.

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.

Note: Do not add files until the task is assigned to you in your dashboard.
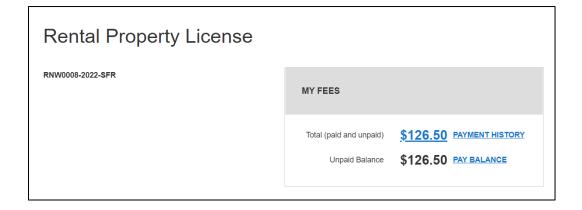
Step 5: Type the name of the person who completed the application and save.

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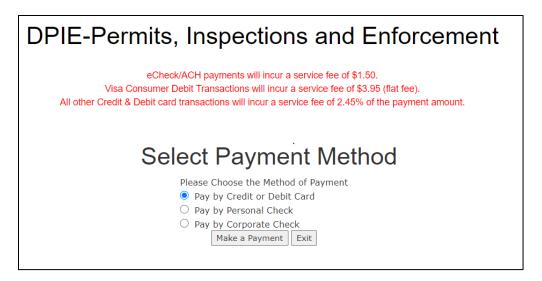
Step 7: Pay renewal Fees by clicking PAY BALANCE. Follow the instructions to process your payment.

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 a Payment] [Exit]

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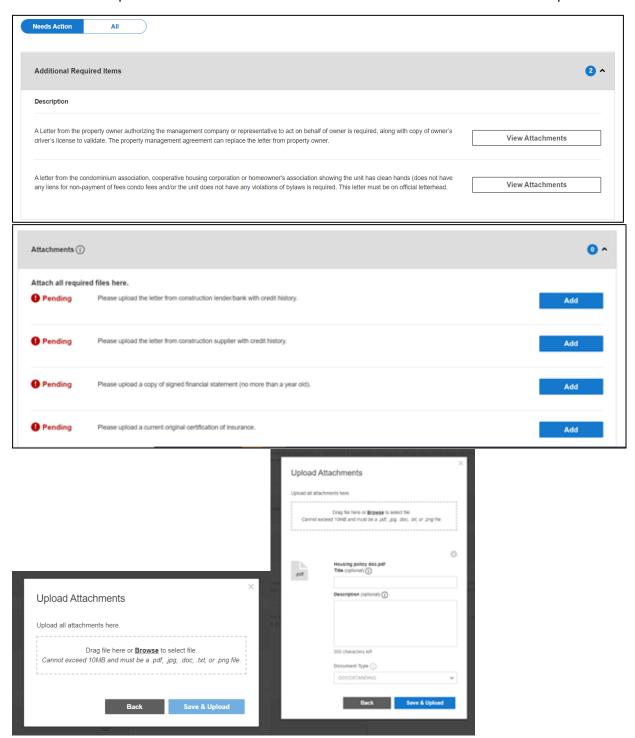
Note: The number of pending tasks counts the number of documents that are required for the application.

View Details	Details	Status		Fees
Rental Property License	**Sub-type** Single Family Rental	**Issued** 2 Pending Tasks	**Current Milestone** Upload Reqd Docs for Renewal	No Fees
RNW0008-2022-SFR		**Added Date** 02/08/2022	**Issued Date** 11/29/2018	
		License Date 10/24/2018	**Last Renewal Date**	
		Application Expires		

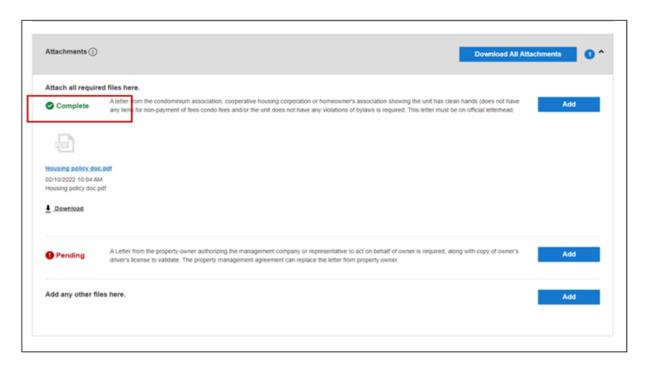**Step 10:** Review each document description.

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

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.