



Rental Housing License Application User Manual





Momentum's Rental Housing License module is specifically designed for ease in processing 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.

Step 1: Visit the website <https://momentumhome.princegeorgescountymd.gov/>

Step 2: Login

Step 3: Click **Apply Here** link to select and begin your application.



My Dashboard

Apply Here

Step 4: Select your application type: *Rental Property License* from the drop-down menu.

Submit a New Application



Licenses & Permits

Apply for a new license or permit, or renew an existing one.

Business and Rental Property Licensing

Click [HERE](#) to apply for a NEW Prince George's County Business License and Rental Property License. You can also RENEW an existing license that was issued prior to Momentum.

[Business License](#)

[Rental Property License](#)

[Technology Platform License](#)



Please read the instructions before proceeding to the next step.

Instructions ⓘ

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE STARTING THE APPLICATION:

Please note, for Single Family or Multi Family Rental we **do not** license the following areas: Berwyn Heights, Bowie, Brentwood, Capitol Heights, Cheverly, College Park, District Heights, Edmonston, Forest Heights, Greenbelt, Hyattsville, Landover Hills, Laurel, Mount Rainier, New Carrollton, Riverdale Park, Seat Pleasant and University Park.

We license **ALL** of Prince George's County for Short-Term Rental.

Application Information Instructions:

- Your **tax account # for your Rental Property Location is required** to apply for a Rental License application.
- If **you do not know your tax account #**, you can find it by visiting: [SDAT Real Property Search](#)

Step 5: Select your license category from the drop-down menu.

*Fill in the application information. Fields with * are Required*

What kind of application are you submitting?

Rental Property License

License Category ⓘ

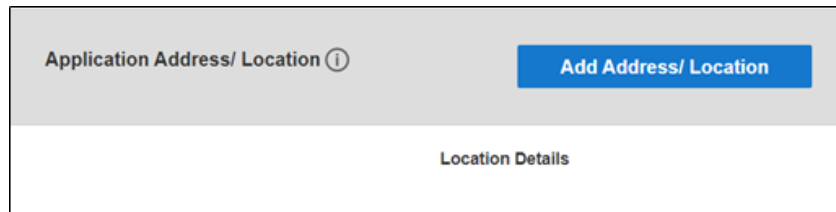
Single Family Rental - New Application ▼



Step 6: Click on the **Add Address/Location** button to search and enter the address or tax account# of the property.

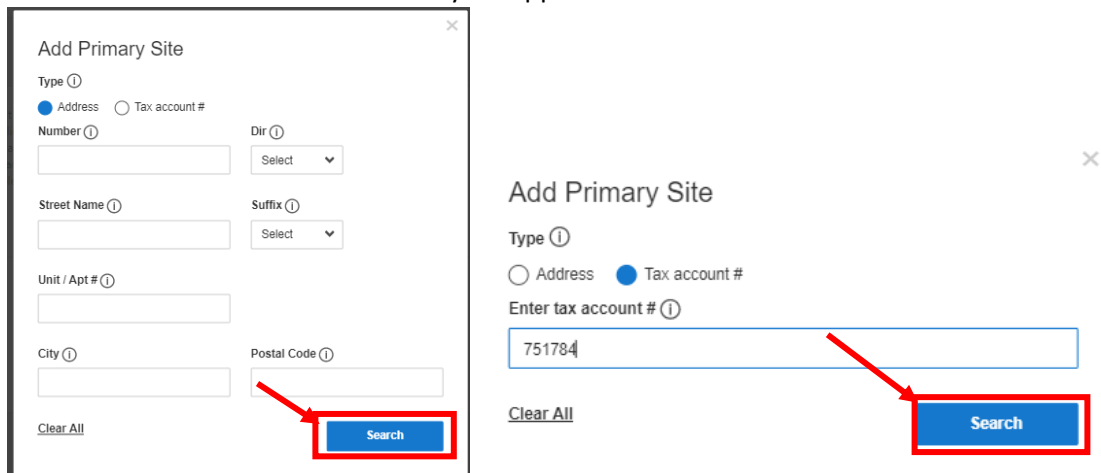
Note: If you are applying for a Short-Rental Host, Single Family Rental, or Multi-Family Rental, then a tax account # is required. Please note that Tax Account # must be used instead of an address.

If you do not know your tax account #, you can find it by visiting: [SDAT Real Property Search](#)



The screenshot shows a header area with the text "Application Address/ Location" and an information icon. To the right is a blue button labeled "Add Address/ Location". Below this header is a section titled "Location Details".

- Select the Search by Tax Account # Option
- Enter Tax Account # and Click Search (If match found, the system will display Tax Account # in the Results section)
- Select your Tax Account # in the Results section and click on the Add Address / Location button to associate the Tax Account # to your application.



The left screenshot shows the "Add Primary Site" form with the "Address" radio button selected. Fields include Number, Dir, Street Name, Suffix, Unit / Apt #, City, and Postal Code. A "Search" button is highlighted with a red box and an arrow. The right screenshot shows the same form with the "Tax account #" radio button selected. The "Enter tax account #" field contains "751784", and the "Search" button is highlighted with a red box and an arrow.

Click **Save & Continue**.



The screenshot shows two buttons: a grey "Back" button and a blue "Save & Continue" button.



Step 7: Complete all required fields as listed on the application.

Step 8: Type the Name of the person who completed the application

Type the Name of the Person Completed the Application *

Step 9: Enter your Prince George's County Registration#.

Note: If you do not have a Registration# (**REG-XXXXX**), please proceed to the *REGISTER HERE* section for either an Individual **OR** a Company Registration. **DO NOT COMPLETE BOTH SECTIONS**

Enter Your Prince George's County Registration # HERE: ^

Registration # (e.g. REG-XXXXX)

Step 10: Click **Save & Continue**.

Back Save & Continue

Step 11: (Optional) Attachments can be added here. **Note:** You will be asked to upload any required documents/attachments in the next steps after you submit your application

Attachments ⓘ 0 ^

You can add files to your submission if you want.

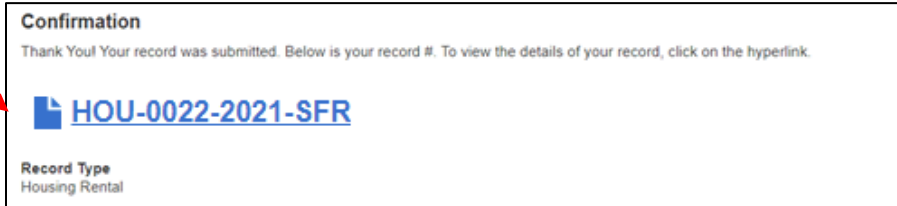
Add



Step 12: Review the Application and click **Submit**.



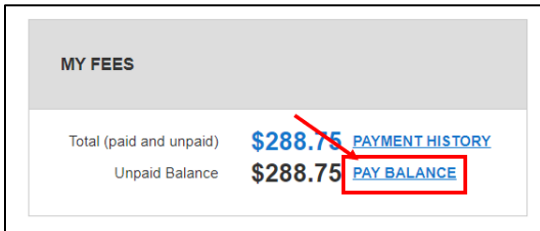
Step 13: Once submitted you will receive an Application Confirmation with a new license record#.



NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU WILL NEED TO PAY YOUR FEES AND UPLOAD THE REQUIRED DOCUMENTS TO COMPLETE YOUR APPLICATION SUBMITTAL.

Step 14: Pay your Fees by clicking **PAY BALANCE**. Follow instructions for payment.

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



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

Step 15: You will be redirected to the payment portal to pay the fees.

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

Step 16: Return to Momentum and click on **My Dashboard** to Upload Required Documents.

Click the **View Details** button or the license# number link.

View Details

Rental Property License

751784

[HOU-0022-2021-SFR](#)

Details

Sub-type
Single Family Rental

Status

Open
1 Pending Task

Issued Date

Application Expires
02/28/2021

Fees

No Fees

Current Milestone
Upload Required Documents

Next Renewal Date

Note: The required documents will vary depending on the license/permit type and category.



Step 17: In the Attachment section you will see *Pending* for all the required attachments that are associated with your application that need to be uploaded.

Note: If you have any additional documents that you need to attach, please do so **before** you upload any of the “Pending Required Documents”. Place the additional documents in the “Add any files here” row.

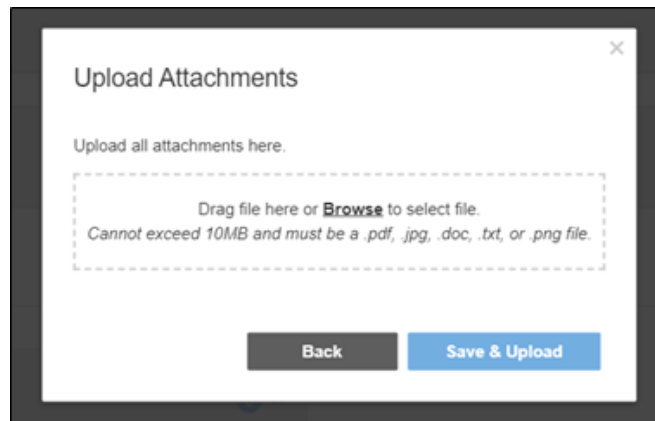
Click **Add** button to upload each document.

Attachments ⓘ 0 ^

Attach all required files here.

Pending	Please upload a copy of approved Use and Occupancy permit.	Add
Pending	Please upload rental unit address list for all units in complex.	Add
Pending	Please upload owner information per tax records.	Add
Pending	Please upload a copy of the current fire department inspection report.	Add
Pending	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.	Add

Add any other files here. [Add](#)



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



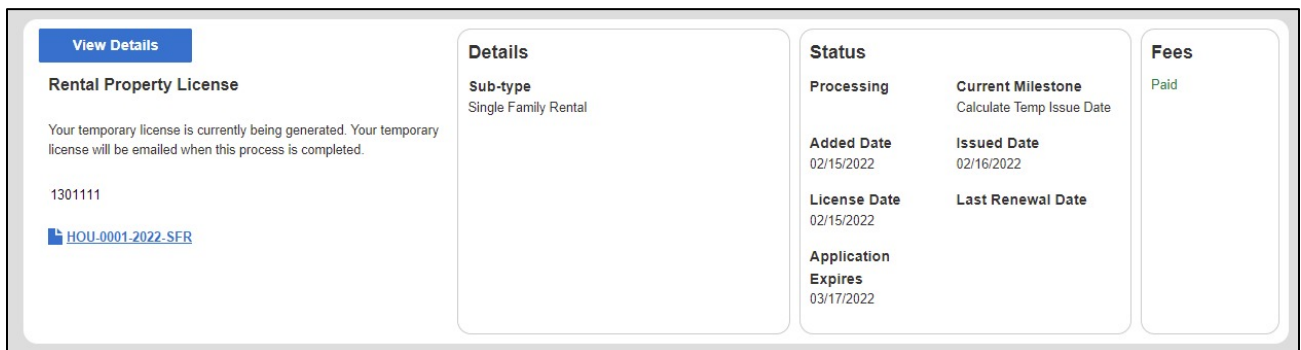
Step 18: Each successfully uploaded attachment will come back as *Complete*.

Once all documents have been uploaded, you can return to **My Dashboard** to confirm status.



Step 19: Current Milestone is now in *Calculate Temp Issue Date*, where you will receive a Temporary license# soon.

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



NOTE: For questions regarding your rental license application please contact 301-883-6168 or email dpierentallicenses@co.pg.md.us)

