Rental Housing Application Process
User Manual

Rental Housing License Application

Momentum's Rental Housing Licensing 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://momentum.princegeorgescountymd.gov

Step 2- Login

Step 3- Select "Apply Here"

Step 4- Select your application type: Rental Property License or Short-Term Rental platform License.

Please, read the instructions before proceeding to the next step.

Instructions

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE STARTING THE APPLICATION:
For the following areas, please **first** check your address to determine if your municipality license single family rentals before starting your application with DPIE.

- Berwyn Heights, Bowie, Brentwood, Capitol Heights, Cheverly, College Park, District Heights, Edmonston, Forest Heights, Greenbelt, Hyattsville, Landover Hills, 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

Step 5- Select your application category (new or renewal)

*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- Add your Tax Account # in the Application Address / Location Section

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 address.
If **you do not know your tax account #**, you can find it by visiting: **SDAT Real Property Search**

- Click on the Add Address / Location Button

Application Address/ Location ⓘ   **Add Address/ Location**

Location Details

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

Step 7- Click Save and Continue

Application Fields

Step 8- Application Form

Complete all required fields as listed on the application.

Step 9- Type the Name of the person who completed the application

> Type the Name of the Person Completed the Application *

Step 10 – Enter your Prince George's County Registration # in the Registration # Section.

> Enter Your Prince George's County Registration # HERE:
>
> Registration # (e.g. REG-XXXXX)
>
> If you do not have a Registration #, please proceed to the REGISTER HERE section below.

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.**

Step 11- Save and Continue

Review Application

Step 12- Review Application and Submit

Step 13- You have received your Rental license number HOU-000-2020-XXX (example).

Click on the **HOU-000-2020-XXX** link to open the Rental License Record and continue to complete your application.

NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU WILL NEED TO PAY YOUR FEES AND UPLOAD REQUIRED DOCUMENTS TO COMPLETE YOUR APPLICATION SUBMITTAL.
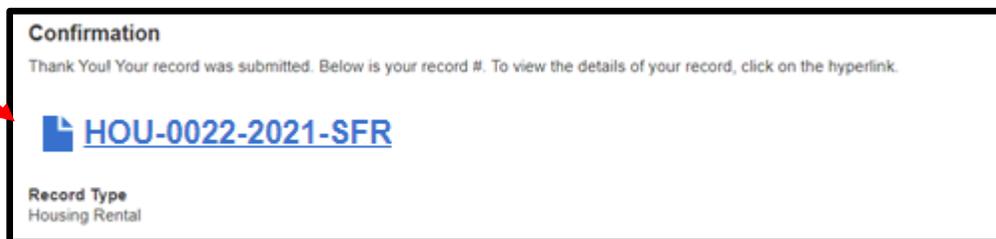
Step 14- You will be asked to pay fees online (Credit Card or Check)

- Click the **Pay Balance** link and follow the instructions.
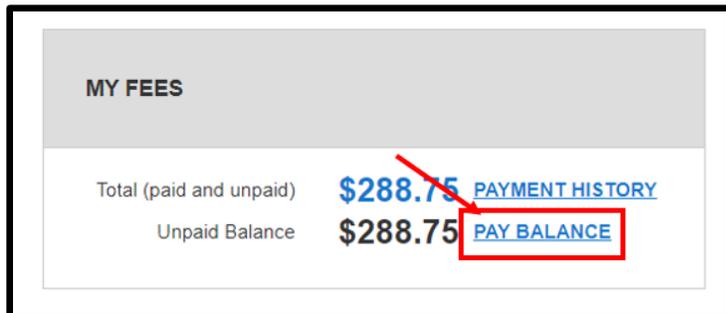
Once fees are paid you will be redirected to your dashboard.

Please locate your license application to continue with the last step of the application process. Your application will be in the Upload Required Documents Milestone.

Step 15- From your dashboard, please locate your application and click on the View Details button. You will be asked to **upload** required documents and **confirm** that you have submitted them.
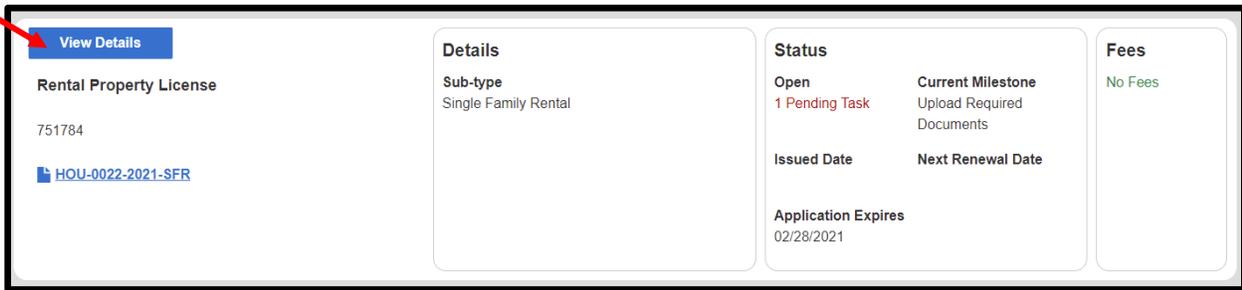
View Details	Details	Status		Fees
Rental Property License 751784 📄 HOU-0022-2021-SFR	**Sub-type** Single Family Rental	**Open** 1 Pending Task **Issued Date** **Application Expires** 02/28/2021	**Current Milestone** Upload Required Documents **Next Renewal Date**	No Fees

Step 16- Follow the steps to upload your attachments (if required) and submit your application.
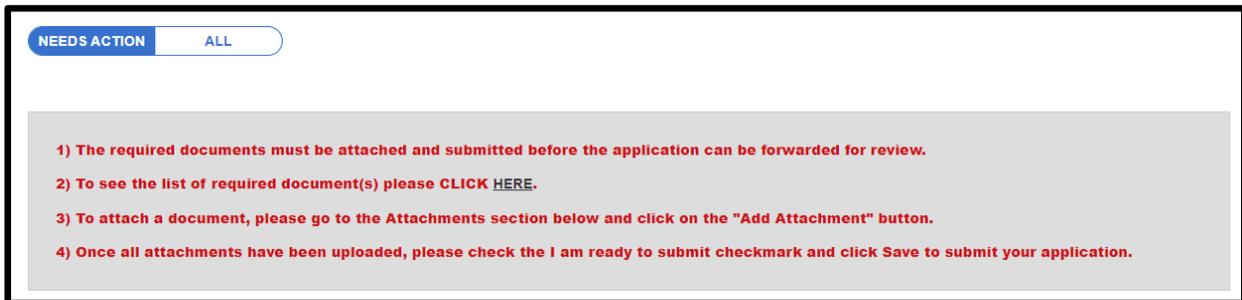
NEEDS ACTION   ALL

1) The required documents must be attached and submitted before the application can be forwarded for review.

2) To see the list of required document(s) please CLICK HERE.

3) To attach a document, please go to the Attachments section below and click on the "Add Attachment" button.

4) Once all attachments have been uploaded, please check the I am ready to submit checkmark and click Save to submit your application.

If your application Status says Processing and Current Milestone says Application Under Review, then your application has been successfully submitted to the Rental Housing Department for review. You will be notified via email if there is any additional information needed.
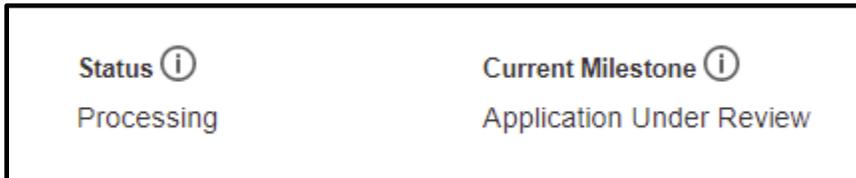
Status ⓘ   Current Milestone ⓘ

Processing   Application Under Review

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