



## Lead Rental Property Registry Update for 2011

Again this year the four-page “Facts About Lead Rental Property Update...” can be found on the Rental Property Owners page of our website.

<http://www.mde.state.md.us/lead>

(click on “Rental Property Owners”, then click on “Rental Property Registry Update For 2011”)

On this page, front and back, you still can find the essential facts relating to renewing your registration. The page entitled “Where to Obtain More Information”, containing important addresses and URLs, also still can be found in this package.

The adjustments noted above allow us to include Form B and its instructions, which allow property owners to **REGISTER NEW RENTAL PROPERTIES** as part of their annual registration renewal for existing rental properties, **provided that they have the same Owner Tracking No.** as in the renewal. Instructions for filling out Form B and including New Property Registrations with your renewal can be found on the back of this page.

### **ANNUAL RENEWAL AND FEE PAYMENT**

- **Renewal Forms And Fees Are Due By 12/31/10:** The “Rental Property List And Renewal Worksheet For 2011” is imprinted with your “Tracking Number” (formerly called “Owner Number”) and on the back is imprinted with a list of “Property Numbers” and addresses.
- **KEEP A COPY** Of All Completed Forms For Your Records: Pursuant to new laws, information from your registration and inspection certificate will be needed in order to register a property with a local government, access rent court, or be eligible for Section 8 funding.
- **MULTIPLE TRACKING NOS.-** Please contact a member of the Lead Rental Registry at 1-800-776-2706 (instate) or 410-537-4199 if you have questions regarding consolidating multiple tracking numbers that have been assigned to property owners.
- **A COMPLETE CHANGE IN OWNERSHIP requires a new tracking number.** This includes adding owners and changing to a corporation, etc. Call the Lead Rental Registry at 1-800-776-2706 (instate) or 410-537-4199 for a new tracking no. and a new registration package.
- **If you have REGISTERED PROPERTIES that DO NOT APPEAR in this listing,** please call the Lead Rental Registry at 1-800-776-2706 (instate) or 410-537-4199.
- **If your property is Certified Lead Free, REMEMBER - to continue to be eligible for LIMITED LIABILITY, you must renew your registration annually.**

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1800 Washington Boulevard | Baltimore, MD 21230-1718 | [www.mde.state.md.us](http://www.mde.state.md.us)  
410-537-3000 | 800-633-6101 | TTY Users: 800-735-2258

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Page 1 of 4



**EXEMPTIONS**

(see Column IV “DO NOT RENEW”)

**INSTRUCTIONS**

**PLEASE NOTE:** Exemption information may vary among UNITS within a PROPERTY.

**If you have an exemption that does not apply to all units**, please clearly indicate to which unit(s) the exemption applies. Use the open space below the property listing, at the bottom of the page, or write the information on another piece of paper. Always indicate the property to which you are referring.

- [1] **No Longer For Rent - THIS DOES NOT MEAN VACANT**. Choose [1] if you do not intend to rent the unit for the foreseeable future, or a substantial period of time. Indicate the date this began.
- [2] **Sold** - Indicate the date the property was sold (Settlement Date).
- [3] **Opt Out** - is only possible for rental properties built after 1949 that have previously Opted-In. Indicate the date you decided to Opt Out.
- [4] **Certified Lead Free-** If your unit or property is Certified Lead Free and you no longer wish to continue renewing your registration, Certified Lead Free may be cited as an “Exemption” to registration. **BE SURE THAT YOUR RENTAL UNIT WAS CERTIFIED LEAD FREE** by an accredited inspector. To document your property’s lead free status, you must have a lead free certificate “Form E” on file with MDE. Provide the date of the LEAD FREE CERTIFICATE and **please write the six-digit Certificate Number below the Certificate date.**

**NOTE: Certificates of full risk reduction are NOT the same as lead free certificates.**

**INSTRUCTIONS**

If you want to register newly acquired or additional properties **USING THE TRACKING NO. IN THIS RENEWAL**, then proceed with the following

1. **FOR EACH NEW PROPERTY** you wish to register
  - (a) **MAKE A COPY OF FORM B** and provide the required Property information (Property No and Property Address) where indicated.
  - (b) Enter information for **EACH UNIT ON ONE OF THE NUMBERED LINES** (1 – 10).  
If the whole property is a single rental unit, enter “SFP” (Single Family Property).
  - (c) Enter the appropriate insurance information at the bottom of each Form B. Use the back of the form to provide information for 2<sup>nd</sup> & 3<sup>rd</sup> policies, if you have them.
  - (d) If a property has a Property Manager (OTHER THAN YOURSELF), enter the appropriate information on the bottom of its respective Form B.
  - (e) Enter the respective Subtotal of Units at the bottom of *EACH* Form B.
2. Transfer the Combined Total (of the Subtotals) of ALL the Forms B to the “Rental Property Renewal Fee Payment Form For 2011” (“NEW REGISTRATIONS” line)
3. Calculate and enter the amount due for New Units (# New Units × \$15/unit) and
4. Include the calculated amount for your newly-registered Units on the next line “TOTAL AMOUNT SUBMITTED” **AND in your payment.**
5. **Note that the statement you sign on the fee payment page certifies that the information you provide on Form(s) B is true and accurate.**

## WHERE TO OBTAIN MORE INFORMATION

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### **MDE LEAD POISONING PREVENTION CONTACTS:**

#### **Registration, Renewal, and Inspection status:**

Lead Rental Property Registry 410-537-4199 or 1-800-776-2706 (MD only) or email [leadreg@mde.state.md.us/lead](mailto:leadreg@mde.state.md.us/lead).

#### **Tenants' Rights Notice:**

Lead Rental Property Registry 410-537-4199 or 1-800-776-2706 (MD only)  
or email [leadreg@mde.state.md.us/lead](mailto:leadreg@mde.state.md.us/lead) email subject line: "Tenants' Rights"

#### **Risk Reduction Treatments:**

Lead Compliance and Accreditation Division 410-537-3825 or 1-800-633-6101 (MD only)  
or email [leadreg@mde.state.md.us/lead](mailto:leadreg@mde.state.md.us/lead) email subject line: "Compliance"

#### **Certified Inspectors and Contractors, inspection requirements:**

Lead Compliance and Accreditation Division 410-537-3825 or 1-800-633-6101 (only in Maryland) or email  
[leadreg@mde.state.md.us/lead](mailto:leadreg@mde.state.md.us/lead) email subject line: "Accreditation".

#### **MDE Internet Homepage:**

<http://www.mde.state.md.us/lead> click on "Rental Property Owners"- includes lists of accredited inspectors and contractors, registration form, tenants' rights notice, summaries of the lead law, risk reduction standards and general information about lead health effects.

### **OTHER RESOURCES:**

#### **Financial Assistance for Lead Hazard Reduction:**

**Baltimore City:** Healthy Homes 443-984-3933

**Statewide:** MD Dept of Housing & Community Development 410-514-7492 or 800-638-7781

<http://www.dhcd.state.md.us> Go to Programs; ⇒ Improving a home; ⇒ Lead Hazard Reduction Grant and Loan Program.

#### **Insurance:**

Maryland Insurance Administration 410-468-2000 or 1-800-492-6116 <http://www.mdinsurance.state.md.us>

#### **Qualified Offer Assistance:**

Coalition to End Childhood Lead Poisoning 410-534-6447 or 1-800-370-5323 <http://www.leadSAFE.org>  
or email [ceclp@leadSAFE.org](mailto:ceclp@leadSAFE.org)

#### **Worker Safety and Health:**

MD Occupational Safety and Health (MOSH) 410-767-2189 <http://www.dllr.state.md.us/labor/mosh.html>

#### **EPA Disclosure Pamphlet and Federal Lead Requirements:**

EPA Federal Lead Hotline 1-800-424-5323 <http://www.epa.gov/lead>

#### **Blood lead testing, at Risk Areas, and Health Care Resources:**

Department of Health and Mental Hygiene 410-767-6713 <http://www.fha.state.md.us/mch/och/html/lead.cfm>

#### **Copies of the Regulations for Work Practices, Accreditation and Training, and Qualified Offer:**

Division of State Documents, P.O. Box 2249 Annapolis, MD 21404. 410-974-2486 ext 3872 or 1-800-633-9657 ext 3872. Or send a check for \$15 with a note requesting a consolidated version of the lead regulations (COMAR 26.16.01 through .04) and a return address. Or go to Website: <http://www.dsd.state.md.us/comar/comarOrderForm.pdf>

### **ENVIRONMENT ARTICLE TITLE 6 SUBTITLE 8- "REDUCTION OF LEAD RISK IN HOUSING"**

<http://www.michie.com/maryland> then click on Maryland Code ⇒ ENVIRONMENT ⇒ TITLE 6. TOXIC, CARCINOGENIC, AND FLAMMABLE SUBSTANCES ⇒ SUBTITLE 8. REDUCTION OF LEAD PAINT IN HOUSES Article §§ 6-801 through 6-852. On the Reference shelf of local public libraries in Maryland: Annotated Code of Maryland, Environment Article §§ 6-801 through 6-852; Insurance Article §§ 19-701 through 19-706; Article 83B §§ 2-1401 through 2-1411.

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