



# 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

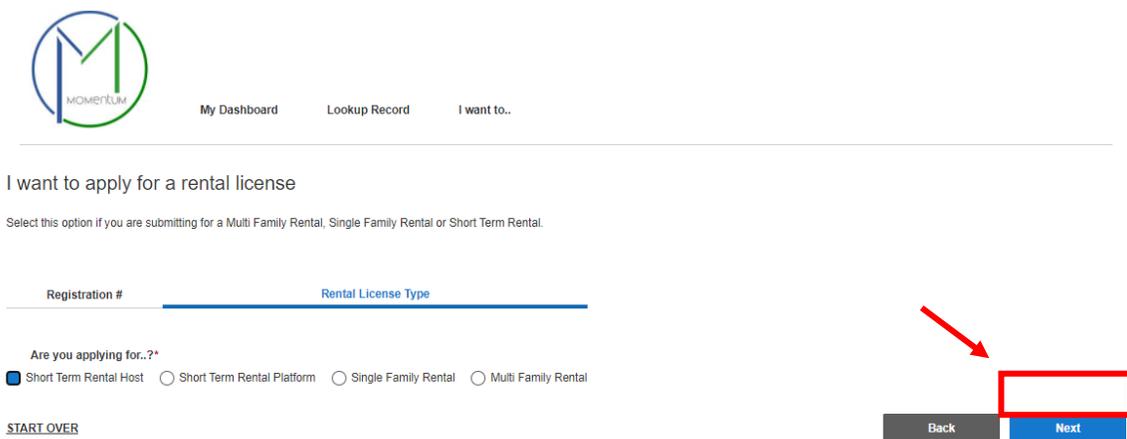
**Step 3** — Select “I want to...”



**Step 4** — Start an application, Click **I want to apply for a rental license**. Click **Next**.

**Step 5** — Do you have registration #? Click **Yes** or **No**. (If No, you must apply for a registration.)

**Step 6** — Are you applying for **Short-Term Rental Host**, **Short-Term Rental Platform**, **Single Family Rental**, or **Multi Family Rental** Click **Next**.



**Step 7** — Review Documents /Attestations required for your project. You will need all required documents for your application to be approved. Click **Apply**.



**Step 8** — Name this Project. Select a name for your project. Click **Save and Continue**.

**Step 9 — Add Primary Site (Enter Tax Account ID)**

If you are applying for a Short-Rental, 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 are applying for a Short-Term Rental Platform Application, neither a tax account # or an address is not required.

Search for primary address with Tax Account ID. Click **Search**.

The image shows two side-by-side screenshots of the 'Add Primary Site' form. The left screenshot shows the 'Address' type selected, with fields for Number, Dir, Street Name, Suffix, Unit/Apt #, City, and Postal Code. A red arrow points to the 'Search' button. The right screenshot shows the 'Tax account #' type selected, with a field for 'Enter tax account #' containing '7517'. A red arrow points to the 'Search' button.

Select your Tax ID from the results and click **Add Site**. (If you do not find your Tax account # in the search results, please contact 301-883-6168 or email [dpierentallicenses@co.pg.md.us](mailto:dpierentallicenses@co.pg.md.us).)

Click **Save and Continue**.

**Step 10** — Enter **Registration Number** and answer the **required questions** pertaining to your application type.

**Step 11** — Attest and type name of person completing the application. Click **Save and Continue**.

The image shows a form with two checked checkboxes. The first checkbox is next to question 3: 'Property has two (2) outdoor trash and one (1) recycling receptacles.' The second checkbox is next to question 4: 'Provide a copy of current and valid liability insurance of at least \$1,000,000.' Below the checkboxes is a certification statement: '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.' Below the certification statement is a text input field labeled 'Type the Name of the person completing this application \*'. A red arrow points to the 'Save & Continue' button.



**Step 12** — Review your application and Click **Submit**.

**Step 13** — You have received your Rental license number HOU-000-2020-00 (example) and email instructions to upload required documents. Click on the [HOU-000-2020-00](#) link and that will take you to the Rental License record.

#### Confirmation

Thank You! Your record was submitted. Below is your record #. To view the details of your record, click on the hyperlink.

[HOU-0003-2020-STR-H](#)

**Record Type**  
Housing Rental

**License Category**  
Short Term Rental Host

**Description**

**Step 14** — You will be asked to pay fees online (Credit Card or Check) .

Click the **Pay Balance** link and follow the instructions.

MY FEES	
Total (paid and unpaid)	\$288.75 <a href="#">PAYMENT HISTORY</a>
Unpaid Balance	\$288.75 <a href="#">PAY BALANCE</a>

**Step 15** — Please follow the instructions found on the business license record.

You will be asked to **upload** required documents and **confirm** that you have submitted them.

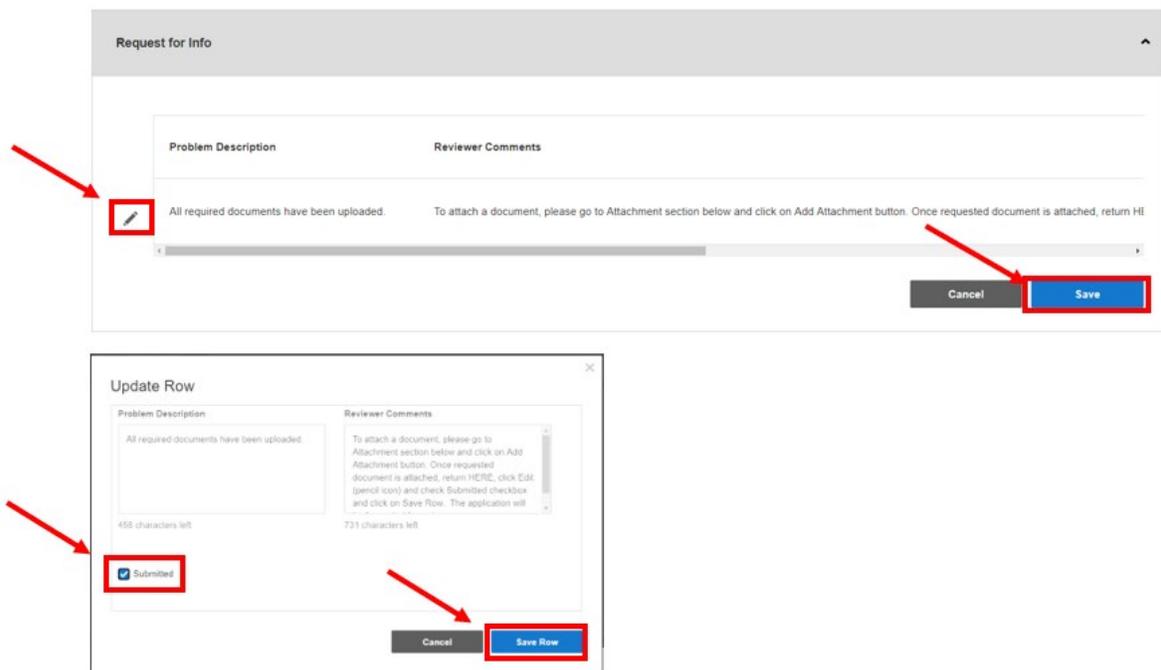
1) The required documents must be attached and submitted before the application can be forwarded for review.  
To see the list of required document(s), please click [HERE](#).

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

3) Once requested document(s) is attached, return [HERE](#), click Edit (pencil icon), check "Submitted" checkbox and click on "Save Row".

The application will be forwarded for review.





**Step 16 — Once complete, your information will be reviewed by DPIE.**

You may receive an email requesting additional information or documents.

