

# HOW TO RENEW YOUR EXISTING RENTAL PROPERTY LICENSE IN THE NEW MOMENTUM SYSTEM

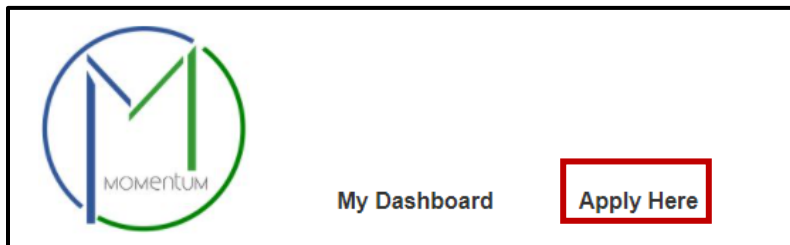
The purpose of this document is to outline the steps needed to renew your epermit rental property license. This one-time renewal process is used **only** if you have an existing case # from the old permitting and licensing system. This process is to help transition your existing case # into a Momentum application (Starts with APP-). Subsequent renewals will follow a different course of action outlined by the new Momentum system.

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

**Step 2:** Click on Create User Account.

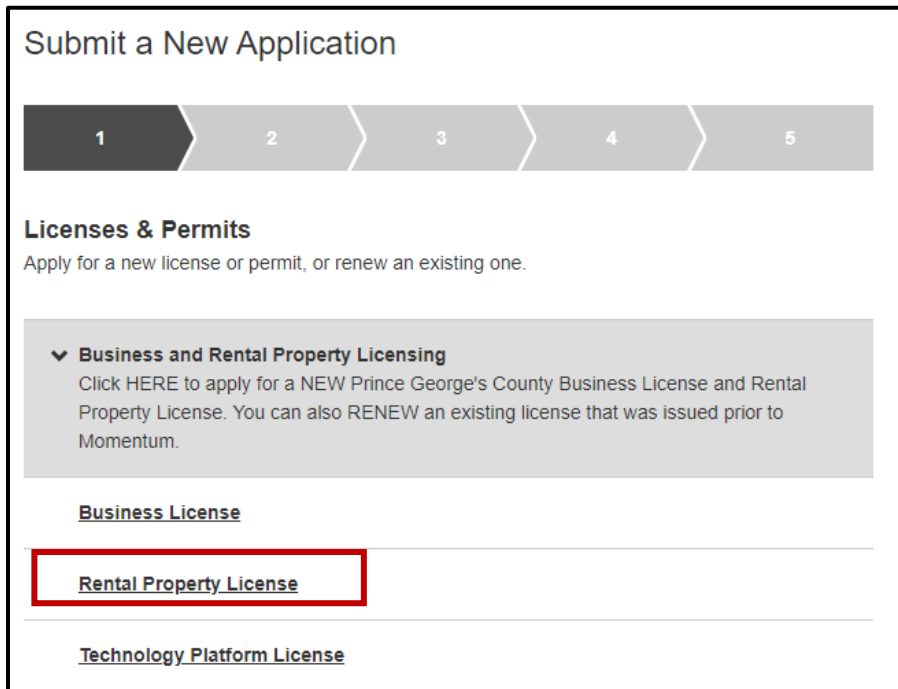
**Step 3:** Login with your Username and Password. Refer to the [Profile User Manual](#) on how to create an account if you don't have a login.

**Step 4:** From the Momentum Dashboard, Select "Apply Here"



**Step 5:** Select the Department of Business and Rental Property Licensing

**Step 6:** Select the Rental Property Licensing department



# Application Information

**Step 7:** Read the general instructions before proceeding to select your license application category.

- Depending on your rental property, please select the appropriate renewal option that matches your property.

### 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 towns and municipalities: 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.

[Print Instructions](#)

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

What kind of application are you submitting?  
Rental Property License

License Category \* ⓘ

- Select
- Multi Family Rental - Renewal
- Short Term Rental Host - New
- Short Term Rental Host - Renewal
- Single Family Rental - New
- Single Family Rental - Renewal

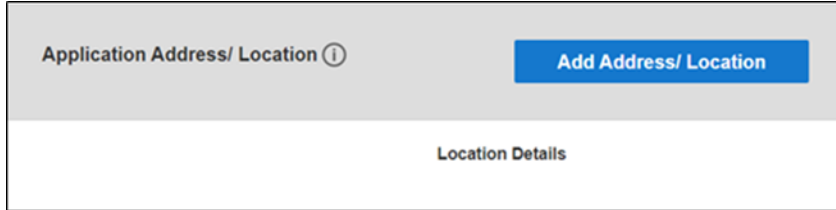
[Add Address / Location](#)

Location Details

[Back](#) [Save & Continue](#)

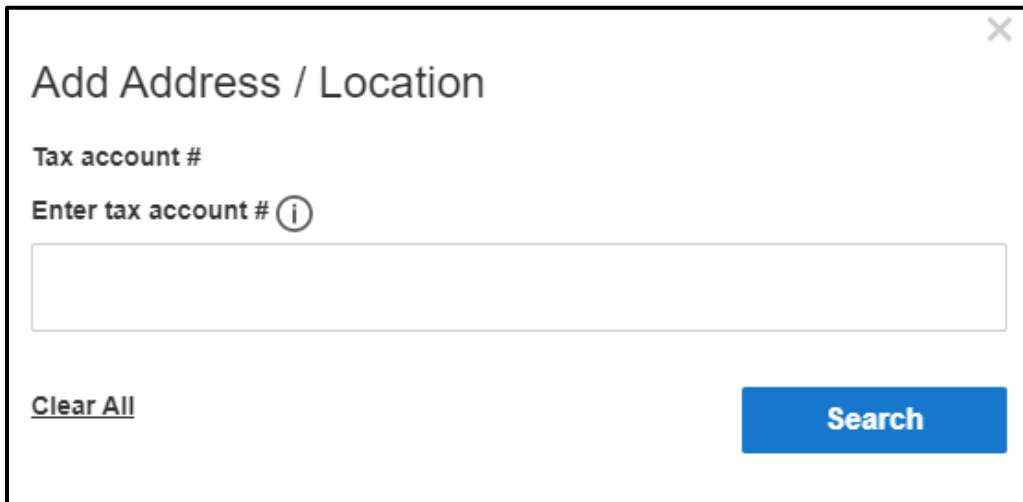
**Step 8:** Click on the Add Address/Location button to search and enter the address or tax account# of the property.

**Note:** 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](#)



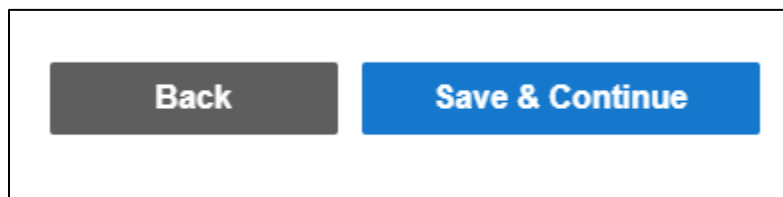
The screenshot shows a header area with the text "Application Address/ Location" followed by an information icon. To the right is a blue button labeled "Add Address/ Location". Below this header is a section labeled "Location Details".

- Enter Tax Account # and Click Search (If a match is 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 screenshot shows a dialog box titled "Add Address / Location" with a close button in the top right corner. Below the title is the label "Tax account #". Underneath is the text "Enter tax account #" followed by an information icon. A text input field is provided for entering the tax account number. At the bottom left is a link labeled "Clear All", and at the bottom right is a blue button labeled "Search".

Click **Save & Continue**.



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

**Note:** Back button will take you to the previous page whereas Save and Continue will save your data and move you to the next step.

## Complete Application Fields

**Step 9:** Complete all the required application fields as listed on the application.

NOTE: At the end of the first section, carefully review the Acknowledgement section for required fees, documents, and important information.

**Step 10:** Type the name of the person who completed the application

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.

**Signature (Please type your full name) \***

## APPLICATION SECTION: Enter your Prince George's County Registration # and your Existing License # HERE

**Step 11:** Provide your existing case # in field #1 (please enter exactly as it is listed including the dashes (e.g. 12345-2021-0)

**Step 12:** If you already have an existing Registration # (Starts with REG-), you may provide the number in Field #2. If you do not have a Registration# (**REG-XXXXX**), please proceed to the next section, the **REGISTER HERE** section for either an Individual **OR** a Company Registration. **DO NOT COMPLETE BOTH SECTIONS.**

**Enter Your Prince George's County Registration # and Your Existing License # HERE:** ^

1. Please provide the license # that you wish to renew \*

2. Enter your Prince George's County Registration # here. (e.g REG-XXXXX)

A registration is required for each business entity/individual. If you have already applied for a registration please check your e-mail and use that registration number for each application. Only one registration is needed per entity/individual.

Please note that you will not receive your registration until the application fees have been paid once your first application has been submitted in Momentum. If you are applying for multiple applications you will need to pay for the first application to receive the registration # and you can use that for subsequent applications.


If you do not have a Registration #, please proceed to the REGISTER HERE section below.

**Step 13:** Click Save and Continue

## Review Application

**Step 14:** Review the Application and, if needed, click on the Edit icon to make changes.

**Review Information**  
Please carefully review the information below. If you need to make any changes, click the edit button.

Application Information  Edit

After reviewing the application, scroll down and click Submit.


[Back](#) [Submit](#)

Once the application is submitted a new Momentum application # will be generated.

**PLEASE NOTE: YOUR APPLICATION IS NOT YET COMPLETE. YOU MAY NEED TO UPLOAD THE REQUIRED DOCUMENTS AND PAY THE RENEWAL FEE TO COMPLETE YOUR APPLICATION SUBMITTAL.**

**Step 15:** Click on the application # link to view outstanding tasks.

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

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

**Record Type**  
Housing Rental

**Step 16:** Pay your Fees by clicking **PAY BALANCE**. Follow instructions for payment.

**Note:** The 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.

**MY FEES**

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

**Step 17:** You will be redirected to the payment portal to pay the fees. Make sure you include your email address to receive a receipt.

## 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

**NOTE:** If you attempt to make a payment using Momentum and access the Govolution payment site, if there is an issue where you accidentally leave the page, the transaction is kept opened and locked until the end of the day, so you will not be able to pay after that. Once the day is over if the transaction was not completed it will refresh and unlock and you will be able to access the payment screen again on the next business day.

**Step 18:** 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

Current Milestone  
Upload Required Documents

Issued Date  
Next Renewal Date

Application Expires  
02/28/2021

**Fees**

No Fees

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

**Step 19:** 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 ⓘ

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](#)

Upload Attachments

Upload all attachments here.

Drag file here or [Browse](#) to select file.  
Cannot exceed 10MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

[Back](#) [Save & Upload](#)

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



**Step 20:** Each successfully uploaded attachment will come back as *Complete*.

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

Attachments ⓘ Download All Attachments 4

Attach all required files here.

✓ **Complete** Please upload a copy of County Fire and Emergency Medical Services Department's Occupancy Load Certificate. Add

**Step 21:** 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.

View Details	Details	Status	Fees
<b>Rental Property License</b> Your temporary license is currently being generated. Your temporary license will be emailed when this process is completed. 1301111 <a href="#">HOUL-0001-2022-SFR</a>	<b>Sub-type</b> Single Family Rental	<b>Processing</b> <b>Current Milestone</b> Calculate Temp Issue Date <b>Added Date</b> 02/15/2022 <b>License Date</b> 02/15/2022 <b>Application Expires</b> 03/17/2022	<b>Paid</b>

**Note:** For questions regarding your rental license application please contact 301-883-6168 or email [dpierentallicenses@co.pg.md.us](mailto:dpierentallicenses@co.pg.md.us) )