PERMANENT RENT STABILIZATION ACT ANNUAL REPORTING FORM INSTRUCTIONS

INTRODUCTION

Every year, landlords are required to submit this Annual Reporting Form. Pursuant to Prince George's County Code Sec. 13-147.2: "[o]n or before September 30th of each year, a landlord must submit to the Department a report for the preceding 12-month period, beginning July 1st and ending on June 30th, regarding regulated rental units, rents, and notices of rent increases." The data collected allows the Department of Permitting, Inspections and Enforcement (DPIE) to manage and enforce the provisions of the Rent Stabilization Act and to monitor compliance in regulated rental properties.

Additionally, the landlord must ensure that the report adheres to the format and requirements outlined by the Director of DPIE under the rent stabilization regulations. This form should be submitted annually and must be completed by September 30th.

Failure to submit the report by September 30th of each year may result in the suspension of the rental license.

Should you have any questions, you may submit them via email to: DPIE-PRSAAnnualReporting@co.pg.md.us.

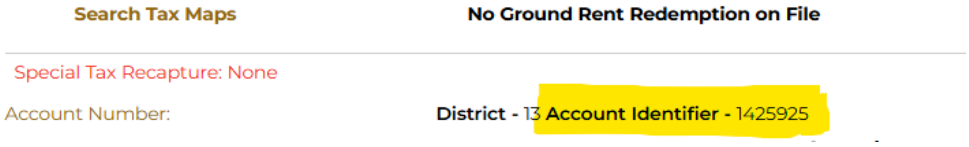
SUBMISSION REQUIREMENTS

A separate Annual Reporting Form must be submitted for each rental property located in Prince George's County. If a rental property includes multiple addresses (such as an apartment complex), all related addresses must be included on a single Annual Reporting Form. This distinction helps organize reporting and maintains compliance with County regulations.

SECTION I: Property Information

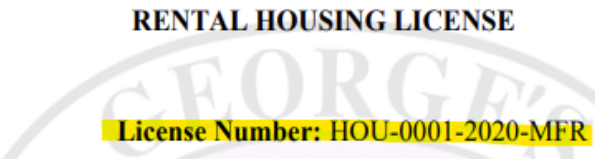
- Address: Enter the property's full premises address (street number, street name, city, zip code).

- SDAT Tax Account Number: Enter the assigned account identifier found in the account number section for the property on the Maryland Department of Assessments and Taxation (SDAT) website sdat.dat.maryland.gov.

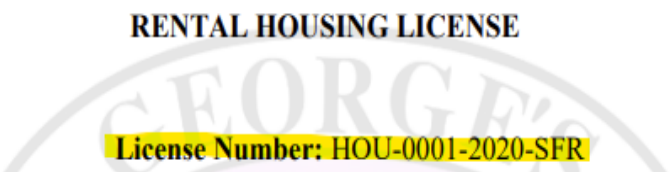


- Property Name: Please provide the official name of the building or community (for example, "Apartments at _____").
- Number of Units: Enter the complete unit total for the property. If there are several buildings on the property, specify the number of units for each individual building address.
- Property Completion Date: For Single Family Properties, enter the year the property was built. For Multifamily Properties, provide the date when the initial Use and Occupancy Certificate (U&O) was issued. If a community includes several buildings finished at various times, use the first U&O issuance date as the controlling date for the entire property. **A copy of the current, valid certificate is required for all multifamily properties.**
- Rental License Number: Enter the license number assigned by the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) or Licensing Jurisdiction. The DPIE Rental License classifications are identified by their respective suffixes: the Multifamily License concludes with "MFR," whereas the Single Family License terminates with "SFR."

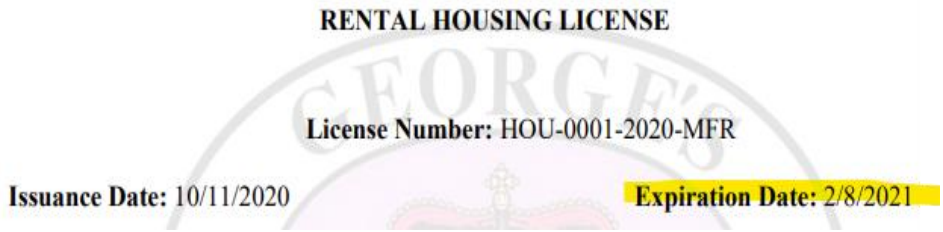
DPIE Multifamily Rental Sample:



DPIE Single Family Rental Sample:



Expiration Date- enter the expiration date listed on rental license.


RENTAL HOUSING LICENSE

License Number: HOU-0001-2020-MFR

Issuance Date: 10/11/2020 Expiration Date: 2/8/2021

Issuing Jurisdiction

If your rental license was not granted by Prince George's County DPIE, please choose the appropriate municipality from the dropdown menu.

SECTION II: Owner Information

Owner

- Company Name/ Full Name(s): Enter the complete legal name of the company or the full first and last name(s) of the individual owner(s), as shown in SDAT.
- Address: Enter the owner's full mailing address (street number, street name, city, zip code) as shown in SDAT.
- Phone Number: Enter the owner's 10-digit phone number, including area code.
- including the area code.
- Email Address: Enter the owner's email address.

Property Management Company

- Company Name: Enter the complete legal name of the property management company.
- Authorized Representative: Enter the full first and last name of the individual representing the property management company.
- Address: Enter the property management company's full mailing address (street number, street name, city, zip code).
- Phone Number: Enter the authorized representative's 10-digit phone number, including area code.
- Email Address: Enter the authorized representative's email address.

Resident Agent

- Company Name or Full Name: Enter the complete legal name of the company or the full first and last name of the resident agent.

- Phone Number: Enter the resident agent's 10-digit phone number, including the area code.
- Address: Enter the resident agent's full mailing address (street number, street name, city, zip code).
- Email Address- enter the resident agent's email address.

SECTION III: Rent Stabilization Property Details

1. Does the property include PRSA Regulated Units?
    a. You must select YES or NO. A regulated unit is defined as a rental unit that is not exempt under Regulation 13.147.00 of the PRSA Regulations.
2. A copy of the property's current rent roll must be submitted with this report.
    a. Submission Format Requirements
        i. All submissions must strictly adhere to the format and reporting standards outlined in the provided Excel template. The sample serves as the mandatory template for your report, and you are required to use it as the basis for completing and submitting your information. Please ensure that your submission matches[KA27.1] the structure, layout, and content specifications demonstrated in the sample, as deviations from the template may result in rejection or delay of your report.
3. Does the property contain units that are under a regulatory agreement with a governmental agency or an agreement with a third-party entity that restricts occupancy of the unit to low- and moderate-income tenants?
    a. You must select YES or NO. If yes, you must submit a copy of the documentation.
4. Is the property owned by a living trust?
    a. You must select YES or NO. If yes, you must submit a copy of the documentation.

Attestation Statement

This form must be completed by the applicable party (owner, landlord, or property management representative). An original handwritten signature or a valid electronic signature is acceptable.