



Prince George's County
Department of Permitting, Inspections
and Enforcement
ENFORCEMENT DIVISION
9400 Peppercorn Place, Suite 600
Largo, Maryland 20774
(301) 883-6168 ♦ FAX: (301) 883-6050



SHORT-TERM RENTALS CHECKLIST

Pay the initial \$165 licensing fee and, thereafter, an annual renewal fee of \$165.

You must upload the following:

- Provide photo as proof the required smoke and carbon monoxide detectors have been installed in all bedrooms (or in the hallway outside the bedrooms). Photos must be labeled to indicate location within the rental.
- Provide photo as proof of conspicuously located fire extinguisher (must be minimum size 2A:10BC) showing properly charged and must be hung or mounted in a fixed location, should be in a path of travel to an exit. Should not be in the immediate vicinity of a stove. The top of the extinguisher should not be higher than 5 feet. Photos must be labeled to indicate location within the rental.
- Provide photo as proof of a floor plan that designates the fire exits and escape routes are conspicuously posted in the interior of the rental. Photos must be labeled to indicate location of posting within the rental.

You must attest to the following:

- Provide proof of ownership of the short-term rental property and a copy of the host's homestead property tax credit for the location of the rental.
- Current and valid liability insurance of at least \$1,000,000.
- Check your HOA's regulations before applying. If your HOA does not allow short-term rentals, you are not allowed to participate. If you move forward, you are attesting your HOA allows short-term rental participation.
- Emergency contact information is conspicuously posted in the interior of the rental.
- Provide updates to contact information within five business days of change or risk having the license denied or revoked.
- Off-street parking availability.
- Intent to Apply for [Short-Term Rentals License Neighbor Notification Form](https://www.princegeorgescountymd.gov/DocumentCenter/View/27027/STR-Proof-of-Intent-to-Apply-for-License-Neighbor-Notification-PDF) (<https://www.princegeorgescountymd.gov/DocumentCenter/View/27027/STR-Proof-of-Intent-to-Apply-for-License-Neighbor-Notification-PDF>) has been submitted to neighbors in the adjacent homes, including the neighbors to the immediate left of the short-term rental property, the neighbors to the immediate right, neighbors in front and behind the property.
- Provide proof that an [Intent to Apply for Short-Term Rentals License Homeowners Association Notification Form](https://www.princegeorgescountymd.gov/DocumentCenter/View/27028/STR-Proof-of-Intent-to-Apply-for-License-HOA-PDF) (<https://www.princegeorgescountymd.gov/DocumentCenter/View/27028/STR-Proof-of-Intent-to-Apply-for-License-HOA-PDF>) has been submitted to the HOA.
- List of all the platforms you intend to utilize.
- Rules, as approved by Department per Section 7A-109(a) regarding short-term rental guests, are posted on or by the main entrance used by the transients pursuant to Section 7A-109 of this division.
- Complete [Human Trafficking Training videos](https://www.princegeorgescountymd.gov/3210/Human-Trafficking-Training-Video) and quiz (<https://www.princegeorgescountymd.gov/3210/Human-Trafficking-Training-Video>).
- The short-term rental is in compliance with all applicable laws and codes including but not limited to Subtitle 4 of the Prince George's County Code, all applicable property maintenance, electrical, plumbing, and building codes.
- Property has no outstanding taxes or liens, and the property has no code violations.
- Property has two (2) outdoor trash and one (1) recycling receptacles.