



City of Frostburg

December 21, 2023

W. Robert Flanigan
Mayor

Commissioners

Donald L. Carter, Jr.
*Commissioner of
Finance*

Kevin G. Grove
*Commissioner of
Public Safety*

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

Adam Ritchey
*Commissioner of
Public Works*

Elizabeth Stahlman
City Administrator

Dear Frostburg Landlord:

Please find the 2024 Rental Housing License form enclosed. As in years past, please submit your *complete* Rental Housing License form, along with payment, to City Hall no later than February 1, 2024. Payment can be made by cash, check, money order, or in-office debit/credit card transactions. All debit or credit card transactions will be charged a 2.95% service fee.

Incomplete forms, including failure to provide current MDE Lead Certificate Numbers, will be returned to the property owner and may be subject to late fees. Please make sure that all required fields are completed and the correct payment amount is included with your licensing paperwork. For your convenience, the licensing form is available online at: <https://www.frostburgcity.org/development/page/rental-housing-documents>.

Rental Housing questions or concerns may be directed to Mary Gracie, Rental Housing Program Coordinator at 301-689-6000, ext. 112, or by email to mgracie@frostburgcity.org.

As always, thank you for your cooperation and your commitment to safe, quality housing in Frostburg.

All the best,

Mary E. Gracie
Rental Housing Program Coordinator
City of Frostburg

Enclosure: 2024 Rental Housing License form

****If your property has not yet had its triennial inspection, please contact our office directly at 301-914-1792 to discuss code requirements and having an inspection scheduled with one of our third-party inspection companies.**

Rental Housing Fee Schedule

- Annual Licensing Fee includes primary rental housing inspection
- No fee for primary inspection

Rental Licensing Renewal

Annual Licensing per unit, by February 1	\$40.00
Annual Licensing per unit, by March 1	\$50.00
Annual Licensing per unit, by April 1	\$100.00
Annual Licensing per unit, after April 1	\$40.00 + \$250 citation
Re-inspection Fee (if required); to be paid to Rental Housing Inspector.....	\$25.00
<i>Initial Rental Licensing (for new rental units)</i>	
Licensing per unit, prior to occupancy	\$40.00

For City News & Information

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Contact Information

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301-689-6000 ext. 112