



# City of Frostburg

December 14, 2021

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Mayor

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**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 2022 Rental Housing Licensing, formerly referred to as "Registration," form enclosed. As in years past, please submit your *complete* Rental Housing Licensing form along with payment to City Hall no later than February 1, 2022, or choose to apply for an extension on licensing payment using the enclosed survey. **Incomplete forms, including failure to provide MDE Lead Numbers, will be returned to the property owner and may be subject to late fees, so please make sure that all required fields are completed and the correct payment is included with your registration paperwork.** For your convenience, the licensing form can be requested via email to [trichards@frostburgcity.org](mailto:trichards@frostburgcity.org). Forms will also be available on our new website launching in January of 2022.

For both occupied and vacant rental properties, please make certain garbage is set out on the proper day, or is otherwise disposed of in an appropriate manner. If trash is set at the curb on the wrong day, you may either be issued a citation or charged a fee of \$50 per small load. And as a reminder, trash must be stored in the rear of the property or on the side of the property, if properly screened. Please assure trash cans are returned to storage areas after student tenants have left for winter break. Your effort to keep our Mountain City clean and sanitary is very much appreciated.

Rental housing questions or concerns should be directed to Ms. Taylor Richards, Community Development Rental Housing Program Coordinator. As a reference, important points of the Frostburg Rental Housing Code are provided on the reverse side of this letter.

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

Very truly yours,

CITY OF FROSTBURG

Taylor J. Richards  
Rental Housing Program Coordinator

Enclosure

*Frostburg Rental Housing Code*

- Inspections are performed by privately owned inspection companies licensed by the City to perform Rental Housing Inspections. *While halted per Governor mandate, since March 17, 2020, inspections are now occurring.*
- Inspections for rental properties will be once every three years.
- Landlords will receive notice from the City, in writing, that property inspection is due and landlords will schedule directly with Inspectors for an inspection.
- Six month timeframe from date of notice to schedule inspection appointments, 30 days from primary inspection to achieve final passing status.

*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

Properties last inspected three years ago will receive notice for an inspection in separate correspondence.

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\*\*\*Frostburg City Code now available online\*\*\*

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**Contact Information**

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