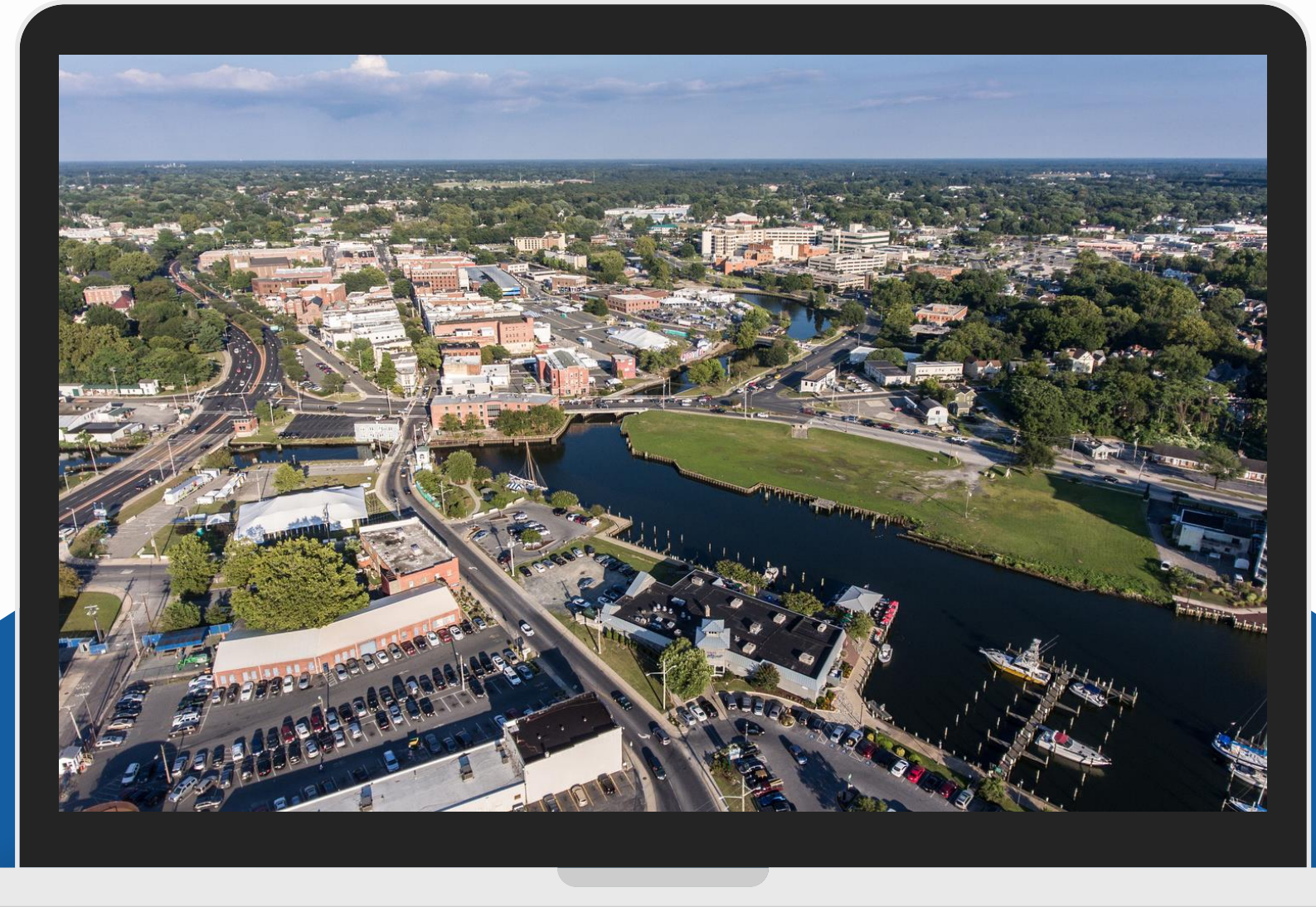




City of Salisbury Fair Housing Guide

Landlord's Guide



Salisbury, Maryland 2024

Introduction and Overview

Welcome to the Landlord's Fair Housing Guide for the City of Salisbury. The City of Salisbury requires registering and inspecting all rental properties within city limits to ensure a safe and fair housing environment for all residents. This guide is designed to equip landlords and property managers with essential information regarding their responsibilities, registration process, and compliance with local and state housing laws.

The Housing and Community Development Department (HCDD) plays a pivotal role in this process, overseeing that all rental properties in the City of Salisbury are registered, compliant with the municipal code, and have obtained a rental unit license. HCDD also ensures that all landlords register and renew their Landlord License annually. As key stakeholders in the housing market, landlords and property managers are responsible for many housing units within the City of Salisbury and play a critical role in stabilizing and revitalizing our neighborhoods.

This guide will provide valuable resources and information to assist you in understanding your responsibilities, navigating regulations, and fostering positive tenant relationships. Together, we can create a vibrant and thriving community where everyone can access fair and equitable housing.



Focus of this Guide:

- Definitions of standard terms related to the rental property compliance process.
- Internal and Community City Partners with contact information.
- High-level view of crucial Federal, State, and Local Regulations.
- Step-by-step registration and licensing process.
- Description of local rental housing code requirements.
- Information about owner responsibilities for rental properties.
- Tips for landlords and property managers to maintain safe, healthy, and habitable homes





Defining Rental Properties

- **A housing unit currently occupied by people, excluding immediate family*, with a written or oral agreement with the landlord, with or without monetary compensation.**
- **Will be occupied by people (including non-immediate family members) with a written or oral agreement with the landlord, with or without monetary compensation.**
- **Has been advertised to the public or previously registered with the city as a rental property.**

***Immediate Family- Sibling, parent, grandparent, child, or grandchild**

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Section 01

Internal, External Partners &
Federal, State, Local Regulations



Internal Partners

Department of Infrastructure and Development (DID)

The Infrastructure & Development Department is responsible for administering all infrastructure and development projects in the City. This Department is the one stop for Developers entering the City to have projects reviewed through all phases including Zoning, Planning, Engineering, Traffic Control, Building Permits, Fire Marshal and Construction Inspection.

City Website Link: <https://salisbury.md/departments/infrastructure-development>

Department Email: infdev@salisbury.md

Salisbury Fire Marshall

The City of Salisbury Fire Department – Fire Marshal’s Office exists to ensure the safety and well-being of the citizens, visitors, and business partners of the City of Salisbury and to stay the effects of conflagration through the promulgation and enforcement of the City Fire Prevention Code, plan review, and public fire & life safety education.

City Website Link: <https://salisbury.md/departments/fire>

Email: ecramer@salisbury.md

Phone: (410)548-3120

Field Operations

The Department of Field Operations is responsible for Trash Collection and Disposal, Recycling, Street Maintenance and Repair, Parks, Playgrounds, and Public Facility Maintenance, City-Owned Street Lights, Parking Lots, the Parking Garage, and the Port of Salisbury Marina.

City Website Link: <https://salisbury.md/departments/fieldoperations>

Phone: (833) SBY-CITY

Email: fieldops@salisbury.md



Internal Partners

Finance Department

The Finance Department accepts payments for the following:

- Water/Sewer/Trash Disposal Fees
- Parking Tickets
- Building Permits
- Personal Property Taxes
- Trash Can Purchases
- Code Books
- City Licenses
- Real Estate Taxes beginning July 2019 (for FY2020) are billed and paid at the City Finance Office, Room 103

City Website Link: <https://salisbury.md/departments/finance>

Contact Numbers:

- Pay bills via Interactive Voice Response (IVR): 1-888-250-1639
- Taxes: 410-548-3110
- Utilities: 410-548-3115
- Ambulance Bills: 1-888-777-4911
- Parking Tickets: 410-548-3162
- Fax: 410-860-5154

Salisbury Fire Department

The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by effectively and efficiently preventing and mitigating fire and life safety hazards.

- City Website Link: <https://salisbury.md/departments/fire>
- Emergency: 911
- Non-Emergency Phone: (410)548-3120
- Email: fire_ems@salisburyfd.com



Internal Partners

Water Works

The Department of Water Works is responsible for the city water and wastewater systems, including the water and wastewater treatment facilities and all underground water and sewer utilities. The Department has three divisions – Water, Wastewater, and Utilities – with a total staff of 75 professionals. The Department is responsible for:

- The treatment and reliable potable water delivery to City homes and businesses.
- Storage of water and maintenance of a network of piping, valves, and hydrants for fire protection.
- Collection of wastewater and conveyance to a state-of-the-art treatment facility to protect public health.

City Website Link: <https://salisbury.md/departments/waterworks>

- Water Division Phone: (410)548-3199
- Wastewater Division Phone: (410)548-3180
- Utilities Division Phone: (410)548-3103
- Email: waterworks@salisbury.md

Salisbury Police Department

The Salisbury Police Department is committed to providing the highest measure of law enforcement services available to all citizens at any time, protecting life and property, and reducing crime and the fear of crime, real or perceived. We are dedicated to building trust and are committed to delivering services with the utmost respect, transparency, and equality, regardless of race, gender, or socio-economic status.

- City Website Link: <https://salisbury.md/departments/police>
- Emergency: 911
- Non-Emergency Phone: (410)548-3165
- Hearing Impaired Only: (410)749-5756
- Email: spatrol@salisburypd.com



Community Partners

Salisbury Area Properties Owners Association

SAPOA's objective is to raise rental industry standards by providing all of our members with the resources needed to conduct business ethically and responsibly. By maintaining a standard of ethical property management, we increase the profitability of our individual businesses and better the community in the process.

- Website: <https://sapoa.us/>
- Phone: (410)742-5577
- Email: SAPOA@FSEcommunities.com

Coastal Association of Realtors

The Coastal Association of REALTORS® (CAR) exists to provide advocacy and services that enhance the professionalism and success of its REALTOR® and Affiliate members. The Coastal Association of REALTORS® territorial jurisdiction, as a local chapter of the National Association of REALTORS®, is Somerset, Wicomico, and Worcester Counties in Maryland.

- Website: <https://www.coastalrealtors.org/>
- Phone: (410)641-4409
- Email: info@coastalrealtors.org

Salisbury University

Student Affairs

- Website: <https://www.salisbury.edu/administration/student-affairs/>
- Phone: (410)543-6080
- TTY: (410)543-6083 Email: StudentAffairs@salisbury.edu



Federal Regulations

Fair Housing Act

The Fair Housing Act was enacted on April 11, 1968, to protect people from discrimination when renting or buying, obtaining a mortgage, seeking housing assistance, and engaging in most housing-related activities. Additional protections exist when individuals apply for federally assisted housing.

Fair Housing Act Overview:

https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview#_The_Fair_Housing

Additional Protections for Individuals Seeking Housing Assistance:

https://www.hud.gov/program_offices/fair_housing_equal_opp/non_discrimination_housing_and_community_development_0

Fair Housing and Related Laws: https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_and_related_law

File a Complaint: https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint



State Regulations

Housing Discrimination

The State of Maryland strongly opposes housing discrimination. The Maryland Commission on Civil Rights manages and investigates complaints of housing discrimination.

- Housing Discrimination: <https://mccr.maryland.gov/Pages/Housing-Discrimination.aspx>
- File a Complaint: <https://mccr.maryland.gov/Pages/Intake.aspx>
- For individuals who require additional assistance, please contact MCCR at **410-767-8600** or **mccr@maryland.gov**

Carbon Monoxide Alarms

The State of Maryland requires that all rental dwelling units have Carbon Monoxide Alarms “outside and in the immediate vicinity of each separate sleeping area” and “every level of the unit, including the basement” (Read the Law: Md. Public Safety, § 12-1104).

- For more information: <https://www.peoples-law.org/carbon-monoxide-alarms>

Smoke Alarms and Sprinkler Systems

The State of Maryland requires an automatic smoke alarm for each sleeping area in a residential dwelling.

The Peoples-Law.org is a good resource on what the state requires with smoke alarms: <https://www.peoples-law.org/smoke-alarms-and-sprinkler-system>

- For sprinkler systems, the City Fire Marshall’s office can provide the appropriate information.
- City Website Link: <https://salisbury.md/departments/fire>
- Email: **ecramer@salisbury.md**
- Phone: **(410)548-3120**



State Regulations

Lead Certification and Registration Compliance

The State of Maryland requires the Residential Rental Property owner to provide a current lead paint inspection certificate number before a rental license or renewal is issued. Rental properties must have this provided before issuing a Rental Unit License.

Lead Paint:

Lead Paint information and requirements by the State of Maryland:

Maryland's Reduction of Lead Risk in Housing law requires owners of rental properties built before 1978 to register their units with the Maryland Department of the Environment (MDE), distribute specific educational materials, and meet specific lead paint risk reduction standards at certain triggering events.

Lead Information for Rental Owners

<https://mde.maryland.gov/programs/land/LeadPoisoningPrevention/Pages/rentalowners.aspx>

Lead Paint Certificates for Rental Housing

<https://mde.maryland.gov/programs/Land/Documents/LeadFactSheets/LeadfsLeadPaintCertificatesForRentalHousing.pdf>

Lead Registration:

The Maryland Department of the Environment's Lead Rental Registry's mission is to protect families and prevent childhood poisoning from exposure to lead by ensuring Property Owners register affected properties in compliance with the Maryland State Lead Laws.

Lead Registration

<https://mde.maryland.gov/programs/land/leadpoisoningprevention/pages/leadregistration.aspx>

MDE Lead certification must be attached to your unit registration if the property was built before 1978.

Required Distribution to Tenants:

EPA's pamphlet: Protect Your Family From Lead in Your Home

English:

<https://mde.maryland.gov/programs/land/Documents/LeadPamphlets/lead-in-your-home-portrait-March%202021.pdf>

Spanish:

<https://www.epa.gov/sites/default/files/2020-04/documents/pyf-spanish-color-2020-portrait-508.pdf>

MDE's pamphlet: Notice of Tenants Rights

English:

<https://mde.maryland.gov/programs/land/LeadPoisoningPrevention/SiteAssets/Pages/rentalowners/Notice%20of%20Tenants%20Rights%20Revisions%202023%20csc%20%281%29.docx%20%281%29.pdf>

Spanish:

https://mde.maryland.gov/programs/Land/Documents/LeadPamphlets/LeadPamphletMDENoticeTenantsRights_SPANISH.pdf



City Regulations

Occupancy and the 4 to 2 Ordinance

On October 26th, 2005, the Salisbury City Council passed Ordinance No. 1961, which set parameters around the occupancy of single-family homes that are rentals in Salisbury. Unless the Board of Appeals provides an approved exemption, all rentals of homes zoned in an R-5, R-8, and R-10 district are limited to two adult occupants, not counting the minor children of the occupants.

- Properties exempted and permitted for 4 unrelated persons: <https://salisbury.md/properties-exempted-permitting-occupancy-4-unrelated-persons>
- Properties exempted and permitted for 3 unrelated persons: <https://salisbury.md/properties-exempted-permitting-occupancy-3-unrelated-persons>

Occupancy in zoning districts that are not R-5, R-8, or R-10 in an apartment or any attached dwelling unit that is not a townhouse or duplex dwelling shall only have the following number of unrelated individuals, not counting minor children:

- 2 in an efficiency or one-bedroom unit;
- 3 in a unit having two or more bedrooms; or
- 4 in any unit constructed after November 25, 2002 (effective date of Ordinance No. 1864) having two or more bedrooms if the entire parcel or tract of land on which it is located complies with the off-street parking requirement in effect when it was completed.



City Regulations

Salisbury's Tenant's Rights Lease Addendum

Lease addendums append missing requirements and stipulations to lease agreements after the tenants and landlords sign them. The main purpose of the lease agreement is to add conditions and rules to a certain lease agreement without renegotiation.

The City of Salisbury created the Tenant's Rights Lease Addendum in 2010 to ensure that tenants are aware of their rights regarding landlord/tenant relationships as described in Maryland Real Property Law Article 8, Landlord Retaliation, Consumer Protection State of Maryland Division, Legal Aid, and City of Salisbury occupancy limitations.

Chapter 15.26 of the City of Salisbury Municipal Code requires that ALL rental property owners keep on file at all times a current City of Salisbury Tenants Rights Lease Addendum signed by all occupants of the rented unit. If the rental unit owner fails to provide this addendum to the Housing Official when requested, a municipal infraction in the amount of \$500 per violation shall be issued.

Website link: [Tenant's Rights Lease Addendum https://salisbury.md/wp-content/uploads/2023/12/REVISED-Tenants-Rights-Lease-Addendum-with-watermark-12-28-2023.pdf](https://salisbury.md/wp-content/uploads/2023/12/REVISED-Tenants-Rights-Lease-Addendum-with-watermark-12-28-2023.pdf)

**CITY OF SALISBURY
TENANTS' RIGHTS LEASE ADDENDUM**

In Maryland, the Landlord/Tenant relationship is governed by Title 8 of the Real Property Article. Title 8 may be accessed online by using the following link:
<https://casetext.com/statute/code-of-maryland/article-real-property/title-8-landlord-and-tenant>

Landlord Retaliation Prohibited

In Maryland, a landlord may not retaliate against a renter because the renter exercised his or her rights under the law or a lease. In other words, a landlord may not evict or threaten to evict a renter, increase the rent, decrease services, or terminate a month-to-month lease, because the renter did one of the following: 1) complained about unsafe housing conditions; 2) participated in a tenants' association; or 3) participated in a lawsuit against the landlord.

If tenants believe that the landlord is retaliating against them or threatening to retaliate against them, they should seek legal advice. The agencies listed below offer legal advice and information.

Consumer Protection Division of the Maryland Attorney General's Office:
<https://www.marylandattorneygeneral.gov/Pages/CPD/landlords.aspx>

Or, you may contact the Consumer Protection Division's Lower Eastern Shore Office at 201 Baptist Street, Salisbury, MD 21801; (410) 713-3620.

A joint project sponsored by Baltimore Neighborhoods Inc., and the Legal Aid Bureau that describes tenants' rights in language non-attorneys may understand: <https://www.peoples-law.org/cat/landlord-tenant>

Or, you may contact the Legal Aid Bureau's Lower Eastern Shore offices (Wicomico, Dorchester, Worcester, Somerset) 111 High Street, Salisbury, MD 21801; (410) 546-5511, (800) 444-4099.

In the case of a multi-unit structure the tenant acknowledges this structure does _____ or does not _____ (must be checked) have a shared heating and cooling HVAC duct system. If it does, this means the air is re-circulated to multiple units.

My signature below indicates that I received a copy of the Tenants' Rights Lease Addendum upon signing the lease for the property located at _____ and that I have been informed that the maximum number of unrelated individuals who may occupy the premises is _____, which can be verified through the City of Salisbury's Housing and Community Development Department, (410) 341-9550.

Tenant's Signature/Date

Tenant's Signature/Date (if applicable)

Tenant's Signature/Date (if applicable)

Tenant's Signature/Date (if applicable)

Property Owner or Designated Leasing Agent's Signature/Date

The City of Salisbury is not giving legal advice by requiring your landlord to include this document in your lease and your landlord is not giving you legal advice by including this document in your lease.

Tenant's Initials

Tenant's Initials (If applicable)

Tenant's Initials (If applicable)

Tenant's Initials (If applicable)

Revised 12/28/2023



Section 02

Preparing for and Completing the Rental
Compliance Process



Rental Compliance Process

Registering for a Landlord License

All owners of rental units located within the City of Salisbury corporate limits are required to have a current license to operate rental units within the city. A Rental Unit Owner License shall be renewed on or before March 1st of each year. Late fees will be applied as established by the City Code. The fee for this license is \$120.00 for the 1st year and then renewals are \$75.00 per year.

Property Managers are required for owners who do not reside in Wicomico County. Link for Rental Unit Owner License application: <https://salisbury.md/departments/housing-community-development/applying-rental-license>

Definitions of Dwelling Types:

- Dwelling Unit – A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.
- Single Family Dwelling – A structure containing ONE dwelling unit.
- Apartment Building – A single residential structure designed and constructed to contain three or more separate dwelling units.
- Duplex – A dwelling which is joined to another dwelling at one or more sides by an APPROVED fire separation wall.
- Multi-Family Dwelling – A structure containing two or more dwelling units NOT designed or constructed as an apartment building.



Rental Compliance Process

Steps for registering a rental property:

New rental units must be registered with the City of Salisbury, whether new construction, converted to a rental, or acquired through a property transfer. Once a unit is designated as a rental, the property owner has 60 days to register it.

The fee for registering a rental unit is \$120 per unit for the 1st year and then \$75 per unit, per year with renewal payment due on March 1st.

- **Link to register** a rental property: <https://salisbury.md/departments/housing-community-development/registering-rental-unit>
- **Lead Paint Certification:** If the property was built before 1978, submitting the most recent Lead Certification from MDE is required during registration. Checking “Yes” on that question will allow you to upload a copy of your certificate.
- **Rental Inspection:** Once you have completed all required registrations and submissions, the HCDD office will contact you to schedule an inspection of your rental unit. Here is some key information about preparing for a rental inspection:
 - Website Link for the Minimum Livability Standards and Criteria Needed for Inspections: <https://salisbury.md/wp-content/uploads/2024/03/Minimum-Livability-Standards-Criteria-Needed-to-Perform-Inspections.pdf>
 - If your rental property fails an inspection, you will receive a Corrective Action Letter. When the violations have been corrected, you must contact the HCDD office; we will then schedule a reinspection, which may incur a \$100 reinspection fee.
- **Payment:** Once your rental property passes an inspection, you will receive an invoice. Once this is paid, you will receive your license, and you may legally rent or lease the property.

Existing Tenant

If you have purchased a property with an existing tenant, please provide them at least 24 hours’ notice that we will be entering the property to conduct an inspection.

Annual Renewal

During the annual renewal process the City’s Department of Finance will mail the bill for the Rental Property Owner License and the Rental Unit Registration. If your property was built before 1978 then you will receive a Lead Certification form that the Maryland Department of Environment (MDE) requires that we collect prior to issuing your licenses. Once this completed form and payment is received, your license will be mailed to you.



Rental Compliance Process

Failure to Register a Rental Dwelling Unit or Obtain an Owner's License

Chapter 15.26.060 of the Salisbury Municipal Code addresses situations where landlords/property owners fail to obtain a landlord license, register a property as a rental, or renew their property as a rental. Key points:

Landlord License New Registration:

- If a new owner fails to register as a landlord within 60 days of becoming a new owner, the landlord will be designated as delinquent and subject to a \$185 registration and a \$500 fine (days 61-150). After 150 days, the fee is \$315.

Landlord License Renewal:

- Due on March 1st, after this date the landlord/owner is designated as non-compliant. Renewal fee moves from \$75 to \$140.
- After July 1st, the fee moves to \$270, and the owner is designated as delinquent and will be subject to a \$500 fine.

New Rental Unit Registration:

- If a new owner fails to register a new or newly acquired rental housing unit within 60 days of becoming a new owner, the landlord will be designated as delinquent and subject to a \$185 registration and a \$500 fine (days 61-150). After 150 days, the fee is \$315.

Rental Unit Renewal:

- Due on March 1st, after this date the landlord/owner is designated as non-compliant. The renewal fee moves from \$75 to \$140.
- After July 1st, the fee moves to \$270, and the owner is designated as delinquent and will be subject to a \$500 fine.

Reaching the level of non-renewal will see action taken under 15.26.110 of the Salisbury Municipal Code, where the Director of HCDD may revoke or suspend the landlord license and rental dwelling unit license and issue a notice to vacate the rental property or properties of the landlord/owner. In addition, if the property has an occupancy exemption for 4 or 3, those may be reduced to 2.



Rental Compliance Process

Keeping Your Information Current

It is critical for you to keep your contact information current with the City of Salisbury. This ensures that you receive city communication promptly.

Website link: HCDD Affidavit – Mailing Address Update Form

<https://salisbury.md/departments/housing-community-development/hcdd-affidavit-mailing-address-update-form>

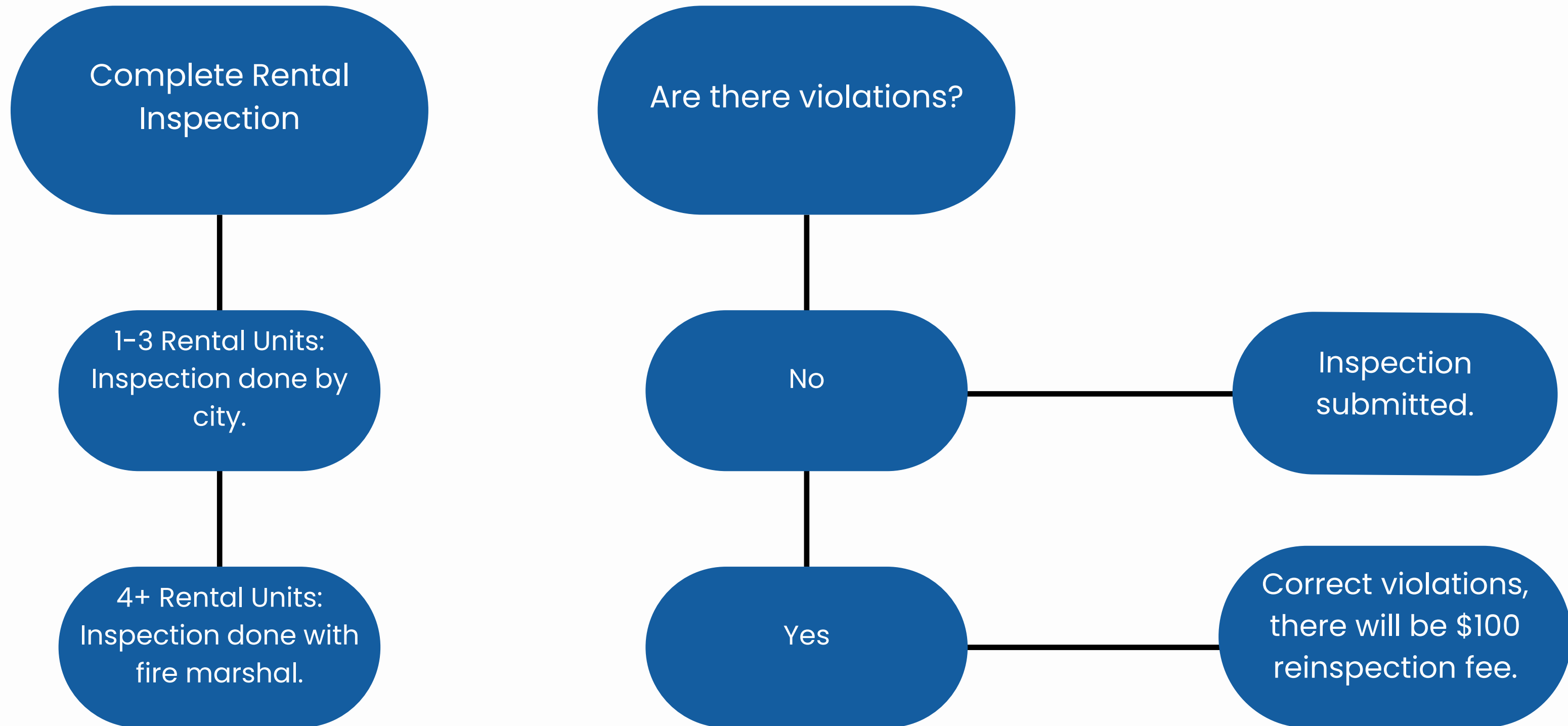
If your property has transitioned from being a rental to an owner-occupied property, this would be the form you to fill out:

Website link: Non-Rental Affidavit Form

<https://salisbury.md/departments/housing-community-development/non-rental-affidavit-form>



Rental Inspection Process





Section 03

Code Compliance



Code Compliance

The City of Salisbury's Housing and Community Development Department Code Compliance team is committed to ensuring that housing is safe, healthy and habitable in Salisbury. The Salisbury Municipal Code is the foundation of what our Code Compliance team uses on a daily basis to execute our mission as well as a more in-depth standard codes listed in Chapter 15.04 of the Building Code which includes the International Residential Code (2018).

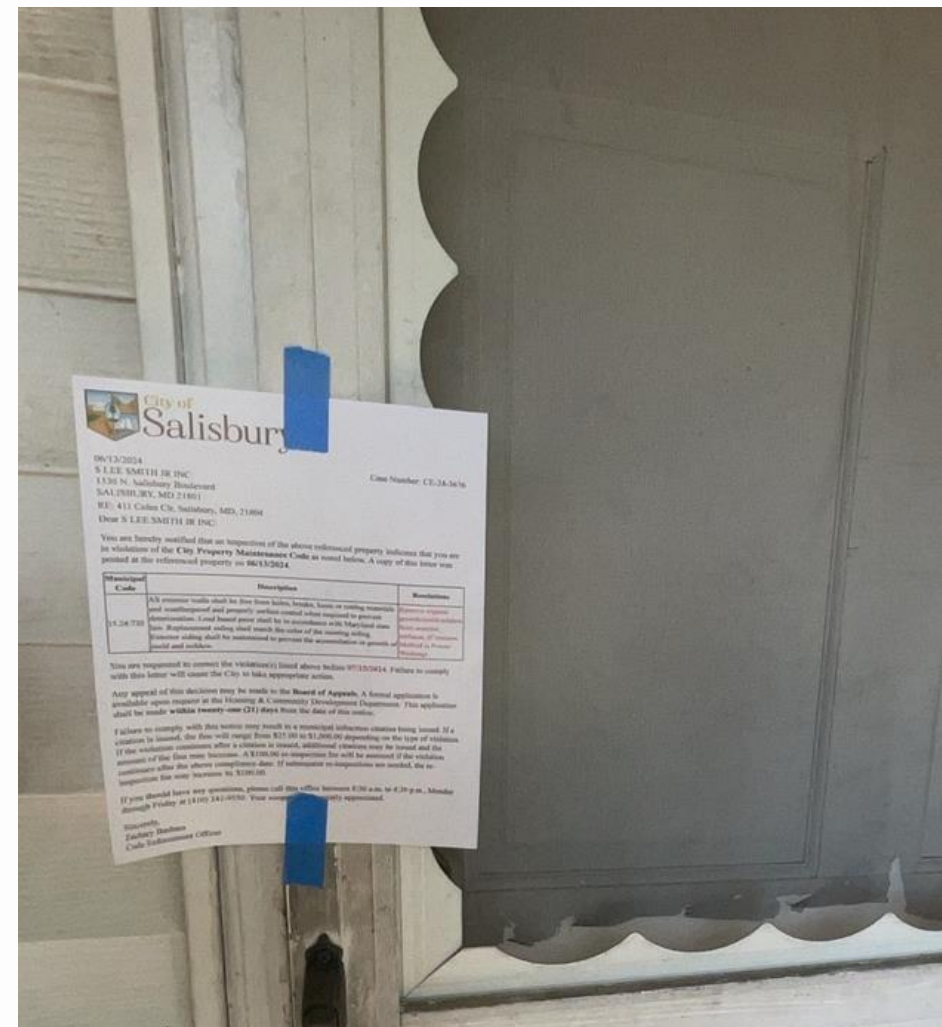
It is the responsibility of the Landlord/Property owner to ensure that their properties are in compliance.

Common Violations

The most common violations include:

- Chapter 8.08 – Brush, Weeds, and Obnoxious Growth
- 15.24.1260 – Abandoned or Inoperable Vehicles
- 15.24.1320 – Rubbish
- 15.24.570 – Furniture – Interior furniture used/placed outdoors.

Example of Corrective Action Letter posting:





Code Compliance

Corrective Action Letters

Corrective Action Letters (CAL) are issued when a violation is identified on your property. These letters will state what the violation is and the section in the municipal code for the violation, and they will have a deadline for the work to be completed. Sometimes, these inspections contain multiple violations, and you may receive multiple letters from one visit. This is because some violations may have a different deadline than others.

Citations

Citations are rare as our focus is to gain compliance; however, if no effort is made or there is a refusal to abate the violation, a citation will be issued for a municipal infraction. Citation fines can range from \$25 to \$500 and can incrementally increase daily up to \$500 until the violation is abated. If the fine is not paid within thirty (30) days, then the City Finance Department will record a lien against the property.

Abatements

Abatements are only initiated after two Corrective Action Letters are sent. Further violations may be abated without additional notice after the second abatement action is initiated on the same property within one calendar year. Any costs associated with an abatement will be billed to the property owner through the City's Finance Department. If the bill for the abatement is not paid within thirty (30) days then a lien will be placed on the property.



Code Compliance

Inspections

Inspections are required as a part of the rental registration process, as stated in Section 3 of this guide. Outside of this requirement, inspections may be initiated from a complaint, for which the city would contact the property owner to schedule an inspection. In some cases, if a property owner or tenant is uncooperative, the Housing Official may apply to a judge of the District Court of Maryland or the Wicomico County Circuit Court for an Administrative Warrant. In addition to an administrative warrant request, during a civil court case between a Landlord/Property Owner and a Tenant, a judge may order an inspection during the case.

Courtesy inspections are often provided to property owners who request them. We also will conduct inspections at a tenant's request but will notify and include the Landlord/Property Owner in the inspection.

The Minimum Livability Standards is a good place to start when preparing for an inspection: <https://salisbury.md/wp-content/uploads/2024/03/Minimum-Livability-Standards-Criteria-Needed-to-Perform-Inspections.pdf>

Also, the Exterior Checklist for Rental Inspections should be used: <https://salisbury.md/wp-content/uploads/2023/01/20230126134849.pdf>



Code Compliance

Vacant Building Registration

“Vacant” means no person or persons actually currently conduct a lawfully licensed business or lawfully reside or live in any part of the building as the legal or equitable owner(s) or tenant occupant(s) on a permanent, non-transient basis. The fee for registering a building as vacant is \$200 for the first year. The requirements of this section shall apply to each owner of a building that shall have been vacant for more than one hundred eighty (180) consecutive days, except that a condemned building shall be registered within thirty (30) days after notice that the building official has condemned the structure under Chapter 15.24.

Effective July 1st of 2024, Vacant buildings are charged as seen below:

- Residential Vacant Building Registration \$200 Per year, Per Code 15.22.040
- Residential Vacant Building Annual Inspection Fee \$100 Per year, after the first fiscal year – Per Code 15.22.040
- Vacant Building Annual Fee: \$200.
- Nonresidential Vacant Building and Nonresidential Vacant Lot Registration: \$500
- Nonresidential Vacant Building Annual Inspection Fee: \$150 Per year, after the first fiscal year – Per Code 15.22.040
- Nonresidential Vacant Building Annual Fee: \$500– Per Code 15.22.040

An important tip is that if you know a property will be vacant for an extended period, registering it as vacant is critical to prevent squatters from establishing residency there. Posting “No Trespassing” signs on the property is also essential. HCDD updates the Salisbury Police Department on current, registered vacant properties within the city.

Vacant Building Registration: City Website Link: <https://salisbury.md/departments/housing-community-development/vacant-building-registration-form>



Common Violations

Violation	First Offense	Second Offense	Third+ Offense
Grass/Weeds 8.08.040- Action upon noncompliance with notice to remove growth	\$25 for initial offense	\$50 for each day that violation is not corrected (up to \$500)	Each person may be guilty of a separate offense for every day violation continues
Nuisance Trees 9.09.040 Action upon noncompliance with notice to remove or trim nuisance tree or plant growth	\$100 for initial offense	\$100 for each day that the violation has not been corrected (up to \$500)	Each person may be guilty of a separate offense for every day violation continues
Abandoned Whitegoods Violations 8.28.010 Abandoned refrigerators prohibited	Receive a notice in accordance with Section 8.28.010	Person shall be guilty of a misdemeanor and may be imprisoned for no more than 30 days in jail, receive a fine between \$25-\$100 or both.	



Common Violations

Violation	First Offense	Second Offense	Violation
Any violations regarding the exterior or interior of property use 15.24.160 Interior violations	\$100 citation for initial violation	\$200 citation for each day that the violation is not corrected	Any violations regarding the exterior or interior of property use 15.24.160 Interior violations
Zoning Violations 17.04.100 Violations-Penalties. Any person who changes or converts any building or land in violation of this title or who does not obtain the required permit shall be guilty of this offense	Guilty of a municipal infraction, violator shall pay fine or stand trial.		Zoning Violations 17.04.100 Violations-Penalties. Any person who changes or converts any building or land in violation of this title or who does not obtain the required permit shall be guilty of this offense
Zoning Violations 1.16.100 Waiver of fines-Authority to issue citations-violations and penalties-Repealer	Violations of codes and ordinances are civil zoning violations with a fine of \$500 for the initial offense	\$500 fine for each repeat offense	Zoning Violations 1.16.100 Waiver of fines-Authority to issue citations-violations and penalties-Repealer



Common Violations

Violation	First Offense	Second Offense	Violation
Vacant Building Violations 15.242.090 Violations-Penalties	Any person found guilty of the provisions shall be subject to a fine no greater than \$500	Each day the violation is not corrected is a separate violation subject to additional citation and fine.	
Violations Regarding Landlord License, Rental Registration, and Delinquent Owners use 15.26.140 Violations-Penalties	Any person found guilty of the provisions shall be subject to a fine no greater than \$500	Each day the violation is not corrected is a separate violation subject to additional citation and fine.	
Rubbish Violations Use 15.24.1340 Removal of rubbish by city	\$100 for initial offense	\$100 for each day that the violation has not been corrected (up to \$500)	Each person may be guilty of a separate offense for every day violation continues



Common Violations

Violation	First Offense	Second Offense	Third Offense
<p>Trash Can Violations 8.16.080 Violations-Penalties</p>	<p>Dated adhesive note shall be posted on the container</p>	<p>Written notice shall be sent to the Owner's address on file and a copy of notice will be posted on property</p>	<p>Third Violation: \$25 fine for a municipal infraction will be issued to the Owner. In buildings containing more than one unit \$25 fine shall be issued to the owner as a common area Refuse violation. Fourth+ Violation: City of Salisbury is authorized to remove the container, a service charge of \$50 shall be paid in advance for the return of the container.</p>
<p>Dead or Damaged Tree 8.10.040 Action upon noncompliance with notice to remove or trim dead or damaged trees</p>	<p>\$100 for initial offense</p>	<p>\$100 for each day that the violation has not been corrected (up to \$500)</p>	<p>Each person may be guilty of a separate offense for every day violation continues</p>



Example of Violations

Example of overgrown grass/weeds on sidewalk:



Example of abandoned whitegoods:



Example of dead or damaged trees:





Contact HCDD

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