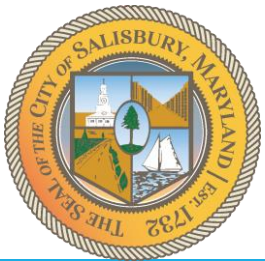


# Salisbury OpenGov Deployment

---

HOW TO NAVIGATE THE NEW SYSTEM AS A LANDLORD

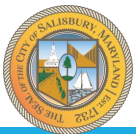


# About OpenGov

---

OpenGov was founded in 2012 by Zac Bookman, Joe Lonsdale, and technologists from Stanford University, who studied government budgeting in the aftermath of the Great Recession. They observed dedicated public servants struggle against outdated technology that prevented them from accessing timely spending information and communicating their priorities to residents and elected officials. Believing there was a better way, they built modern cloud software designed exclusively for governments.

Over 1,900 public agencies nationwide form a growing network leveraging OpenGov to operate more efficiently, adapt to change, and strengthen public trust.



# HCDD Team

---

**Muir Boda – Director**

**Mike Thomason – Assistant Director**

**Ryan Hardesty – Code Enforcement**

**Chanita Lewis-Watson – Code Enforcement**

**Zach Basham – Code Enforcement**

**Trish Warrington - Office Administrator**

**Kathleen Bradshaw – Office Administrator**

HCDD Contact Information:

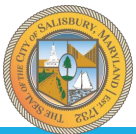
Email: [hcdd@salisbury.md](mailto:hcdd@salisbury.md)

Phone: (410)341-9550

Office:

207 W. Main St Suite 102

Salisbury, MD 21801



# What processes are moving to OpenGov?

---

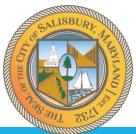
## **The City of Salisbury is moving the following processes to OpenGov:**

### Housing & Community Development Processes

1. Landlord Licensing & Rental Registration Program
2. Code Enforcement
3. Vacant Building & Foreclosed Property Registrations
4. Affidavit Forms

### Arts, Business, & Culture Department Processes

1. Hotel and Motel License Registrations
2. Fortune Teller Licensing
3. Mobile Vendor & Transient Merchant Licenses

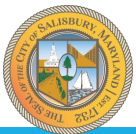


# Training Focus

---

This training will be focused on the following HCDD process.

- Setting up your account
- Rental Owner's License
- Rental Unit Registration

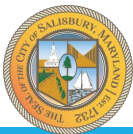


# Why are we doing this?

---

Streamlining processes into one platform.

- **Current Registration process:**
  - **Website forms filled out by property owner/manager.**
  - **Information is manually entered into Comcate.**
  - **Then the information is manually entered Munis.**
  - **Payments are manually processed in finance.**
  - **Invoices, receipts, and licenses are mailed.**

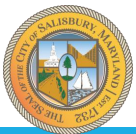


# Why are we doing this?

---

Streamlining processes into one platform.

- **Current Renewal process:**
  - **Internal manual reviews by HCDD & Finance.**
  - **Renewal invoices are printed, envelopes stuffed, and mailed.**
  - **Most payments are manually processed.**
  - **Overdues require significant staff time to gain compliance.**

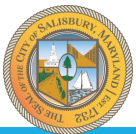


# Why are we doing this?

---

## Streamlining processes into one platform.

- New Rental Owner's License & Initial Deployment process:
  - Property owner/manager creates an account.
  - Property owner/manager enters information in the form.
  - Staff reviews application.
  - The property owner/manager receives notification of approval and then either pays through the platform, mails the payment, or makes the payment in person at HCDD.
  - Owner/manager receives notification that the license is ready for download in their OpenGov account.



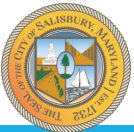


# Why are we doing this?

---

## Streamlining processes into one platform.

- New Rental Unit Registration & **Initial Deployment** process:
  - **Property owner/manager enters information on the form for each rental unit.**
  - **Administrative review, inspection scheduled (new unit).**
  - **Alert in OpenGov & email about the scheduled inspection. Once passed, alert that you are ready to pay.**
  - **The property owner/manager receives notification of approval and then either pays through the platform, mails the payment, or makes the payment in person at HCDD. Receipt available in account.**

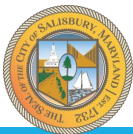


# Why are we doing this?

---

## Streamlining processes into one platform.

- Rental License & Registration Renewal process:
  - **Property owners/managers will receive an alert and an email in their OpenGov account about the renewal bills on January 15, with payment due March 1. Four (4) reminders are sent within that time period.**
  - **Once paid, you will receive an alert and an email that your license and receipt are ready for download from your account.**



# Privacy and Public Information Requests

---

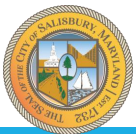
Protecting your privacy and sensitive information about yourself and your business is important to us. When it comes to public display or information we share in Public Information Act Requests, we will act as follows:

What we will and are required to share:

- Business/Owner(s) Name
- Address of property owned
- Public government records collected during this process (ex. MDE Lead Certification)
- Code enforcement records
- Municipal citations issued

What we will not share:

- Business/Owner(s) email or phone number
- Sensitive ownership information (such as any information about the percentage of business owned)
- If we know the property is for sale or will be for sale.
- We will not share any future development plans.

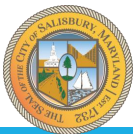


# What you'll need for a Rental Owner's License

---

## Business information:

- If there is more than one owner, the information for each owner and their percentage of the business.
- If you have a property manager, please provide their information and the services they provide.
- If you have a resident agent, please provide their information.



# What you'll need for a Rental Unit Registration

---

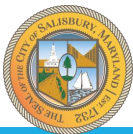
A **Rental Owner's License** is required before registering a rental unit. You will use your license number in the search field to populate the business and property manager information.

## Rental Unit Information – Single Family/Townhome

- Street Address
- Number of Bedrooms
- Number of Bathrooms
- Square Footage
- If built before 1978 upload your Lead Certificate

## Rental Unit Information – Duplex

- Street Address
- Unit Number
- Number of Bedrooms
- Number of Bathrooms
- Square Footage
- If built before 1978 upload your Lead Certificate



# What you'll need for a Rental Unit Registration

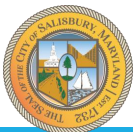
---

## Rental Unit Information – Multi-Family Dwelling

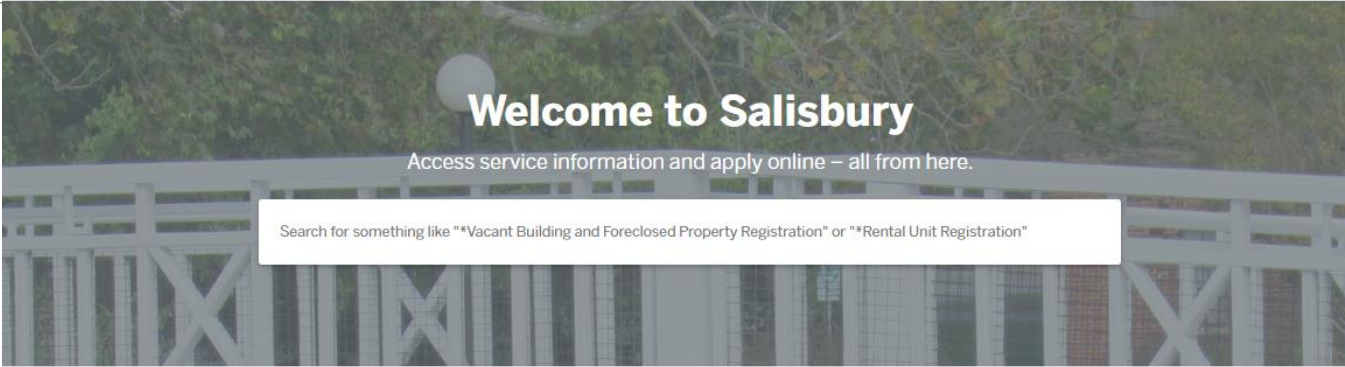
- Street Address
- Type of Unit
- Unit Number
- Number of Bedrooms
- Number of Bathrooms
- Square Footage
- If built before 1978 upload your Lead Certificate

## Rental Unit Information – Apartment Building

- Street Address
- Building Number
- Unit Number
- Number of Bedrooms
- Number of Bathrooms
- Square Footage
- If built before 1978 upload your Lead Certificate



# Setting Up Your Account



**Welcome to Salisbury**  
Access service information and apply online – all from here.

Search for something like **"\*Vacant Building and Foreclosed Property Registration"** or **"\*Rental Unit Registration"**


### Discover Online Services

Choose below to browse services by department



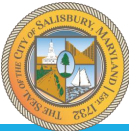
**Housing & Community Development**  
\*Rental Owners License, \*Rental Unit Registration  
+ 1 more

[Explore](#)



**Arts, Business, & Culture Department**

[Explore](#)



# Setting Up Your Account

## Create an OpenGov ID

Register once, login to any **OpenGov** community.

For your security, your sign up is performed on our Secure Portal

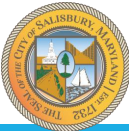
[Sign up using Secure Portal](#)

## Already have an OpenGov ID?

Use your OpenGov ID to login to

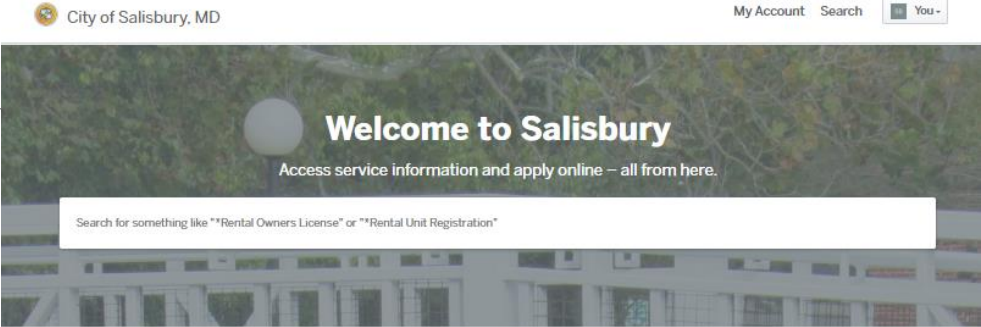
For your security, your login is performed on our Secure Portal

[Login using Secure Portal](#)





# Setting Up Your Account



Select "My Account" at the top right.

### Discover Online Services

Choose below to browse services by department



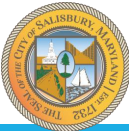
Housing & Community Development  
\*Rental Owners License, \*Rental Unit Registration + 1 more

[Explore](#)



Arts, Business, & Culture Department

[Explore](#)



# Setting Up Your Account

Select "Profile" on the left.

City of Salisbury, MD

My Account Search You -

Back Home

- Dashboard
- Messages
- Profile

Your Records

- Applications
- Projects
- Permits & Docs
- Payments
- Inspections

SB sbybodatest@gmail.com

**Your Dashboard**

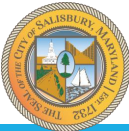
Your applications, permits, and other information requiring your attention will appear here.

City of Salisbury, MD

Your Profile  
Your Records

Resources  
Claim a Record  
Employee Login

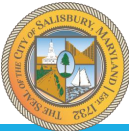
Portal powered by OpenGov



# Setting Up Your Account

The screenshot shows the 'Your Profile' page for a user in the City of Salisbury, MD. The page includes a navigation sidebar on the left with options like Dashboard, Messages, Profile (selected), Your Records, Applications, Projects, Permits & Docs, Payments, and Inspections. The main content area displays the 'Personal Profile' section with fields for First Name, Last Name, Email address (sbybodatest@gmail.com), Phone Number, Address 1, Address 2 (Optional), City, State, and ZIP/Postal Code. An 'Avatar' section shows a square with the initials 'SB'. An 'Edit Profile' button is located in the top right corner of the profile section and is circled in red. The footer contains the City of Salisbury, MD logo, 'Your Profile' and 'Your Records' links, and 'Resources' such as 'Claim a Record' and 'Employee Login'. The text 'Portal powered by OpenGov' is also present.

Select "Edit Profile" on the right.




# Setting Up Your Account

Back Home

- Dashboard
- Messages
- Profile**
- Your Records
  - Applications
  - Projects
  - Permits & Docs
  - Payments
  - Inspections

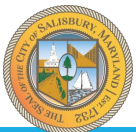
## Your Profile

### Personal Profile

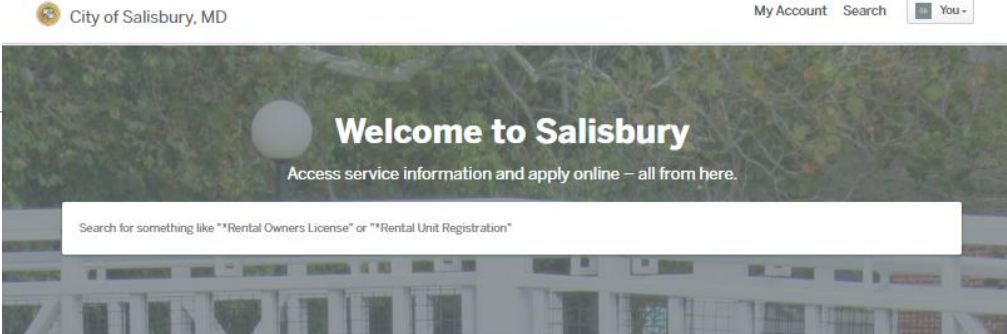
First Name	<input type="text" value="Muir"/>	Avatar	 <input type="button" value="Change"/>
Last Name	<input type="text" value="Boda"/>		
Email address	<input type="text" value="mboda@salisbury.md"/>		
Phone Number	<input type="text" value="4103419550"/>		
Address 1	<input type="text" value="207 W. Main St."/>	Address 2 (Optional)	<input type="text" value="Suite 102"/>
City	<input type="text" value="Salisbury"/>	State	<input type="text" value="MD"/>
		ZIP/Postal Code	<input type="text" value="21801"/>

Fill this out with the Primary Business Owner, Property Manager, or primary office contact information.


This is the “Applicant” on the account.



# Setting Up Your Account



**Discover Online Services**  
Choose below to browse services by department



Housing & Community Development  
\*Rental Owners License, \*Rental Unit  
Registration + 1 more

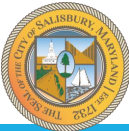
[Explore](#)



Arts, Business, & Culture Department

[Explore](#)

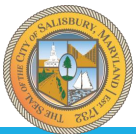
Returning to the “Home” you would select “Explore” under Housing & Community Development.



# Setting Up Your Account

---

Registering for your Rental Owner's License



# Setting Up Your Account

## Housing & Community Development

Your first step is to select “Rental Owner’s License”.

Apply Online

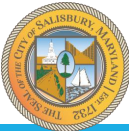
<b>*Vacant Building and Foreclosed Property Registration</b>	Select
<b>*Rental Unit Registration</b> All owners of rental units located within the City of Salisbury corporate limits are required to have a current license to operate rental units within the city. A Rental Unit Owner License shall be renewed on or before March 1st of each year. Late fees will be applied as established by City Code. The fee for this license is \$120.00 annually. Property Managers are required for owners who do not reside in Wicomico County.	Select
<b>*Rental Owners License</b>	Select

Housing & Community Development / \*Rental Owners License

Apply Online

**\*Rental Owners License**

Then select “Apply Online”.



# Setting Up Your Account

Step 1 of 6 ·

[Save Draft and Exit](#)

Step 1 is to confirm your contact information.

## Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

Phone Number

Address 1

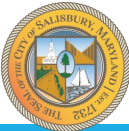
Address 2 (Optional)

City

State

ZIP/Postal Code

[Next >](#)





# Setting Up Your Account

Step 2 of 6 ·

[Save Draft and Exit](#)

## Rental Business Information

Business Type \*

How are your properties being managed? \*

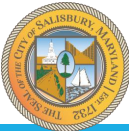
Are you a Wicomico County Resident and/or do you live within 45 minutes of your property? \* ⓘ

**If you reside outside of Wicomico County or more than 45 minutes from your property, you are required to have a resident agent or responsible party that can respond in case of emergency.**

Do you have a Resident Agent? \*

[< Back](#)

[Next >](#)



# Setting Up Your Account

Step 3 of 6 ·

[Save Draft and Exit](#)

## Primary Owner Information

Please ensure by searching below that the Business or Owner you are applying this Rental Owner's License for does not already have an existing License with the City of Salisbury, MD. Use your Business Name to find your existing Rental License.

<input type="text" value="Search..."/>	
<b>Business Name</b> ⓘ <input type="text" value="Boda Boda Boda"/>	<b>Property Owner Email Address *</b> <input type="text" value="sbybodatest@gmail.com"/>
<b>Property Owner Last Name *</b> <input type="text" value="Boda"/>	<b>Property Owner First Name *</b> <input type="text" value="Muir"/>
<b>Property Owner City *</b> <input type="text" value="Salisbury"/>	<b>Property Owner Street Address *</b> <input type="text" value="207 W. Main St."/>
<b>Property Owner Zip Code *</b> <input type="text" value="21801"/>	<b>Property Owner State *</b> <input type="text" value="MD"/>
	<b>Property Owner Phone Number *</b> <input type="text" value="4433970247"/>

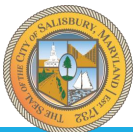
The search feature may not initially populate the information as the system is new.

If you have multiple LLCs or Businesses, this will help to ensure you do not duplicate applications.

The Primary/Principal Owner's information should be used here.

[< Back](#)

[Next >](#)



# Setting Up Your Account

Step 4 of 7

[Save Draft and Exit](#)

## Property Manager

Property Manager Business Name \*

Property Manager Name \*

Property Manager Email Address \*

Property Manager Street Address \*

Property Manager City \*

Property Manager State \*

Property Manager Zip Code \*

Property Manager Phone Number \*

What services does your property manager provide?

Resident Agent

Emergency Response

Renting/Leasing of Properties

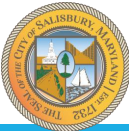
Collection of Rent/Lease Payments

Property maintenance & repairs

Legal matters ⓘ

[Back](#)

[Next >](#)



# Setting Up Your Account

Step 5 of 7

Save Draft and Exit

## Resident Agent Information

Resident Agent Business Name \*

Resident Agent Name \*

Resident Agent Email Address \*

Resident Agent Street Address \*

Resident Agent City \*

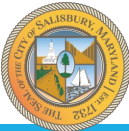
Resident Agent State \*

Resident Agent Zip Code \*

Resident Agent Phone Number \*

[< Back](#)

[Next >](#)



# Setting Up Your Account

## Affirmation and Digital Signature

I affirm that the information on this application is true and correct to the best of my knowledge and belief. I further understand that all mailings from the City of Salisbury will be mailed to the property owner/agent. Any information on this application found to be false or untrue shall be subject to penalties as established by the City Code.

I affirm the above language \*



**This license authorizes the licensee to register residential properties for rent in the City of Salisbury, Maryland subject to compliance with all federal, state, and local laws and ordinances.**

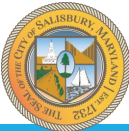
I affirm the above language \*



Digital Signature \*

Muir Boda [Clear](#)

Date \*



# Setting Up Your Account

[Have a project #?](#)

[Save Draft and Exit](#)

**\*Rental Owners License**

**Confirm your submission**

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

**Contact Information**

[Edit ...](#)

**Muir Boda**

Email address  
sbybodatest@gmail.com

Phone Number  
410-341-9550


Mailing Address  
207 W. Main St. Suite 102, Salisbury, MD 21801

**Rental Business Information**

[Edit ...](#)

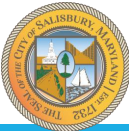
Business Type \*  
Corporation/ LLC

How are your properties being managed?  
\*  
I have a property manager

Are you a Wicomico County Resident and/or do you live within 45 minutes of your property?  
\*   
Yes

**If you reside outside of Wicomico County or more than 45 minutes from your property, you are required to have a resident agent or responsible party that can respond in case of emergency.**

Do you have a Resident Agent? \*  
Yes



# Setting Up Your Account

\*Rental Owners License  
RL-11

- Your Submission
- Attachments
- Guests (0)

**Administrative Approval**

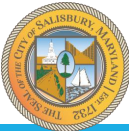
- New Rental Owners License Fee Payment
- Rental Owner's License Issuance

## Administrative Approval

**In progress.** This step is in progress.

### Message the reviewer

Send Message



# Setting Up Your Account

\*Rental Owners License  
RL-11

- Your Submission
- Attachments
- Guests (0)

- ✔ Administrative Approval
- ✔ **Rental Owner's License Issuance**

## Rental Owner's License Issuance

**Issued.** Your document is ready.

**Issued:** Sep 30, 2024

**Expires:** Mar 1, 2025

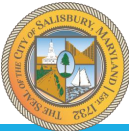
Print your document

Print this document and retain for your records.

Print Document

Ask a question about this


Send Message






# Setting Up Your Account

9/30/24, 5:47 PM about:blank



**City of Salisbury**  
**Housing & Community Development Department**  
207 W. Main Street, Suite 102  
Salisbury, MD 21801  
(410) 341-9550 Fax (410) 341-3682  
[www.salisbury.md](http://www.salisbury.md)



## Rental Owner License


**This license authorizes the licensee to register residential properties for rent in the City of Salisbury, Maryland subject to compliance with all federal, state, and local laws and ordinances.**

**License No: RL-11****Valid Until: March 1, 2025**

Muir Boda

---

**Boda Boda Boda**  
**Muir Boda**  
207 W. Main St. Salisbury, MD 21801  
Property Owner



---

**Muir W. Boda**  
Director - Housing & Community Development Department

**This is your Rental Owner License. Please sign and retain for your records. From time to time you may be required to provide a signed copy of your rental owner license for review by a housing official.**

about:blank 1/1

Print 1 page

Destination Save as PDF

Pages All

Layout Landscape

More settings ▼

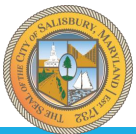
Save Cancel



# Setting Up Your Account

---

## Registering Rental Units



# Setting Up Your Account – Rental Units

Have a project #?

Step 1 of 6 ·

[Save Draft and Exit](#)

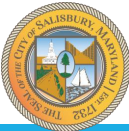
**\*Rental Unit Registration**

**Confirm your contact information**

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

<b>First Name</b>	<input type="text" value="Muir"/>	<b>Last Name</b>	<input type="text" value="Boda"/>		
<b>Email address</b>	<input type="text" value="sbybodatest@gmail.com"/>	<b>Phone Number</b>	<input type="text" value="410-341-9550"/>		
<b>Address 1</b>	<input type="text" value="207 W. Main St."/>	<b>Address 2 (Optional)</b>	<input type="text" value="Suite 102"/>		
<b>City</b>	<input type="text" value="Salisbury"/>	<b>State</b>	<input type="text" value="MD"/>	<b>ZIP/Postal Code</b>	<input type="text" value="21801"/>

[Next >](#)



# Setting Up Your Account – Rental Units

Step 2 of 6 ·

[Save Draft and Exit](#)

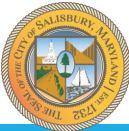
## Location for \*Rental Unit Registration

Select a primary location for this record. If needed, you can add additional locations later.



### Search for Address or Parcel

Search for an address or parcel by name, address, or Parcel ID.



# Setting Up Your Account – Rental Units

## Location for \*Rental Unit Registration

Select a primary location for this record. If needed, you can add additional locations later.

### Search for Address or Parcel

Search for an address or parcel by name, address, or Parcel ID.

Search for a name, address, or Parcel ID

Q 207 West Main Street

SALISBURY, Maryland 21801  
Location (MBL 2305013356)

**207 W MAIN ST, Unit ALSO 209 AND 211,  
SALISBURY, Maryland 21801  
Location (MBL 2309055266)**

207 S HAVEN AVE, SALISBURY, Maryland 21801  
Location (MBL 2313018383)

207 PRINCETON AVE, SALISBURY, Maryland 21801  
Location (MBL 2313028257)

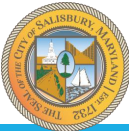
207 LESLIE ST, FRUITLAND, Maryland 21826

< Back

Next >



Searching for your property by address or Parcel ID is best.

Then select your property.



# Setting Up Your Account – Rental Units

**PRIMARY LOCATION**  
The main location associated with the record.

 **207 W MAIN ST Unit ALSO 209 AND 211**  
SALISBURY, Maryland 21801 Change Location 

Unit  
ALSO 209 AND 211

**Property Owner Information**

Name  
DEVRECO LLC

Phone Number  Email

Street #  Street Name 150 W MARKET ST STE 101 Unit

City SALISBURY State MD Zip Code 21801

**Property Data**

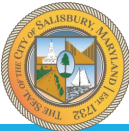
Year built	1900	MBL	2309055266
Lot Area		Zoning	
Occupancy		Book Page	
Water		Building Type	OFFICE Office Building
		Sewage	

If you have multiple properties, select “+ Additional Locations” at the bottom. You can only select up to 100 locations per record submission.

If you have an apartment complex, select the primary address. Then, you will enter the rest of the information later in the application.

**ADDITIONAL LOCATIONS**  
You can add up to 99 additional locations.

+ Additional Location

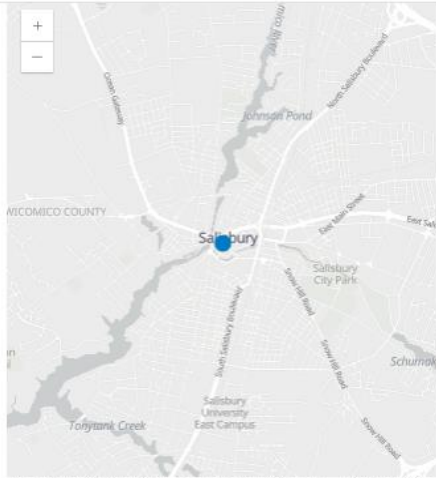


# Setting Up Your Account – Rental Units

**Property Owner Information**


Name  
DEVRECO LLC

**Add Additional Location** ✕



Map data © OpenStreetMap contributors, Microsoft, Face... Powered by Esri

200 W MAIN ST, SALISBURY, Maryland 21801



**200 W MAIN ST.**  
SALISBURY Maryland 21801

Code Enforcement Sector: 2

Historic District: Downtown Historic District

Neighborhood: Downtown

Zoning: Central Business District

**Property Owner**

Name  
**RICHARD A HENSON CHARITABLE FOUNDATION INC**

▼ See more


[Select This Location](#)

[< Back](#)
[Next >](#)

Step 2 of 6 - [Save Draft and Exit](#)

**Location for \*Rental Unit Registration**

**PRIMARY LOCATION**  
The main location associated with the record.

 **207 W MAIN ST Unit ALSO 209 AND 211** [Change Location](#) ▲

SALISBURY, Maryland 21801

Unit  
ALSO 209 AND 211 ▼

**Property Owner Information**

Name  
DEVRECO LLC

Phone Number Email

Street # Street Name Unit


150 W MARKET ST STE 101

City State Zip Code

SALISBURY MD 21801

Property Data	Year built	MBL
	1900	2309055266
	Lot Area	Zoning
	Occupancy	Book Page
	Water	Building Type
		OFFICE Office Building
		Sewage

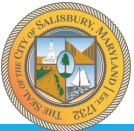
**ADDITIONAL LOCATIONS**  
1 additional location. 98 more can be added to this record.

 **200 W MAIN ST** [Set as Primary Location](#) [Remove](#)

SALISBURY, Maryland 21801

+ Additional Location

[< Back](#)
[Next >](#)



# Setting Up Your Account – Rental Units

Have a project #? Step 3 of 6 - Save Draft and Exit

**\*Rental Unit Registration**

**General Information**  
Please search for your Rental Owner's License via Business Name or your License Number. If you cannot find your License, ensure that you have completed a [Rental Owner's License Application](#).

Search...

<b>Business Name *</b> <input type="text" value="Boda Boda Boda"/>	<b>Property Owner Email Address *</b> <input type="text" value="sbybodatess@gmail.com"/>
<b>Property Owner Last Name *</b> <input type="text" value="Boda"/>	<b>Property Owner First Name *</b> <input type="text" value="Muir"/>
<b>Property Owner City *</b> <input type="text" value="Salisbury"/>	<b>Property Owner Street Address *</b> <input type="text" value="207 W. Main St."/>
<b>Property Owner Zip Code *</b> <input type="text" value="21801"/>	<b>Property Owner State *</b> <input type="text" value="MD"/>
<b>Rental Owner's License Number *</b> <input type="text" value="RL-11"/>	<b>Property Owner Phone Number *</b> <input type="text" value="4433970247"/>

Designation of Property Manager. If the owner of a rental dwelling unit is not domiciled in Wicomico County, MD, the owner must have a designated agent for service of notice of violation and process by the city, who is a permanent resident of Wicomico County, MD. The agent shall not be a tenant of the owner. The agent must be an individual who is designated in the owner license application form with the city, if such agent shall resign, fail to be qualified to serve as the agent, or cease to serve in that capacity, then the legal entity shall designate another individual as the agent on the owner license application form within thirty (30) days thereafter.

How are your properties being managed? \*

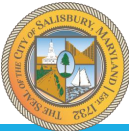
**Property Manager Information**

<b>Property Manager Business Name *</b> <input type="text" value="George PM"/>	<b>Property Manager Name *</b> <input type="text" value="George Jetson"/>
<b>Property Manager Address *</b> <input type="text" value="207 W. Main St."/>	<b>Property Manager City *</b> <input type="text" value="Salisbury"/>
<b>Property Manager State *</b> <input type="text" value="MD"/>	<b>Property Manager Zip Code *</b> <input type="text" value="21801"/>
<b>Property Manager Email Address *</b> <input type="text" value="sbybodatess@gmail.com"/>	<b>Property Manager Phone Number *</b> <input type="text" value="410-341-9550"/>

[< Back](#) **Next >**

Once you have applied for a rental license, you can search by your business name or your Rental License number—in this case, RL-11.

Your information will auto-populate, and if you entered your property manager information, it will also populate.





# Setting Up Your Account – Rental Units

Step 4 of 6

[Save Draft and Exit](#)

## Property Details

Please select the Type of Rental Unit(s) that you are applying for within this Registration:

Single Family

Single Family (Townhome)

Duplex

Multi-Family Dwelling

Apartment Building

How Many Units \*

Were any of your properties built before 1978? \* ⓘ

**If your property(s) were built before 1978, you are required by MDE to have a lead inspection and they require us to have them submitted with registrations and renewals.**

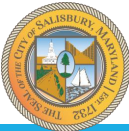
[< Back](#)

[Next >](#)

Select each type of property you have for this business.

Enter how many units you are submitting for this business.

If any properties were built before 1978, then be prepared to upload your MDE lead certificates.



# Setting Up Your Account – Rental Units

Single Family Home or Townhome

Street Address \*  
123 Main St

Number of Bedrooms \*  
4

Number of Bathrooms \*  
2

Square Footage of House \*  
1200

Year Built \*  
1977

**If this property was built before 1978 you must submit your MDE Lead Certification.**

Was this property built before 1978? \*  
Yes

Lead Certificate  
Housing Logo2.jpg  
[Clear file](#)

Md. Code, Local Gov't § 1-501, 502, 503, 504 requires local governments to verify lead certifications at the time the property is registered as a rental. You must complete a separate checklist/form for each affected rental dwelling unit. An affected property is a residential rental property built before 1978.

<https://www.peoples-law.org/lead-paint-law-information-owners-and-sellers>

Cancel Save

Single Family Home or Townhome

Street Address \*  
1234 Main St

Number of Bedrooms \*  
3

Number of Bathrooms \*  
1

Square Footage of House \*  
1000

Year Built \*  
1981

**If this property was built before 1978 you must submit your MDE Lead Certification.**

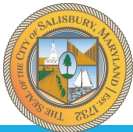
Was this property built before 1978? \*  
No

Lead Certificate  
 No file chosen

Md. Code, Local Gov't § 1-501, 502, 503, 504 requires local governments to verify lead certifications at the time the property is registered as a rental. You must complete a separate checklist/form for each affected rental dwelling unit. An affected property is a residential rental property built before 1978.

<https://www.peoples-law.org/lead-paint-law-information-owners-and-sellers>

Cancel Save



# Setting Up Your Account – Rental Units

Step 5 of 8

Save Draft and Exit

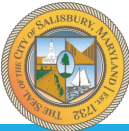
## Single Family Home or Townhome \*

Street Address	Number of Bedrooms	Number of Bathrooms	+ 7 Additional Fields	
123 Main St	4	2	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
1234 Main St	3	1	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Add Single Family Home or Townhome

< Back

Next >



# Setting Up Your Account – Rental Units

**Multi-Family Dwelling**

Street Address \*  Unit Number \*

Number of Bedrooms \*  Number of Bathrooms \*

Type of Unit \*  Square Footage of Unit \*

Year Built \*

**If this property was built before 1978 you must submit your MDE Lead Certification.**

Was this property built before 1978? \*  Lead Certificate  No file chosen

Md. Code, Local Gov't § 1-501, 502, 503, 504 requires local governments to verify lead certifications at the time the property is registered as a rental. You must complete a separate checklist/form for each affected rental dwelling unit. An affected property is a residential rental property built before 1978.

<https://www.peoples-law.org/lead-paint-law-information-owners-and-sellers>

Step 6 of 9 ·

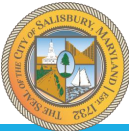
[Save Draft and Exit](#)

**Multi-Family Dwelling \***

This is used for a property that was constructed as a single-family home and converted into apartments. This would also be used for a property that has an accessory dwelling unit.

Street Address	Unit Number	Number of Bedrooms	+ 9 Additional Fields
12345 Main St	1	2	... <input type="button" value="Edit"/> <input type="button" value="Remove"/>
12345 Main St	2	3	... <input type="button" value="Edit"/> <input type="button" value="Remove"/>
12345 Main St	3	3	... <input type="button" value="Edit"/> <input type="button" value="Remove"/>

[< Back](#)



# Setting Up Your Account – Rental Units

**Apartment Building Registration**

Street Address \*  Building Number

Unit Number \*  Number of Bedrooms \*

Number of Bathrooms \*  Square Footage of Unit \*

Year Built \*

**If this property was built before 1978 you must submit your MDE Lead Certification.**

Was this property built before 1978? \*  Lead Certificate  No file chosen

Md. Code, Local Gov't § 1-501, 502, 503, 504 requires local governments to verify lead certifications at the time the property is registered as a rental. You must complete a separate checklist/form for each affected rental dwelling unit. An affected property is a residential rental property built before 1978.

<https://www.peoples-law.org/lead-paint-law-information-owners-and-sellers>

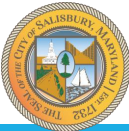
Step 7 of 9 ·

[Save Draft and Exit](#)

## Apartment Building Registration \*

Street Address	Building Number	Unit Number	+ 9 Additional Fields	
123456 Main St	100	101	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
123456 Main St	100	102	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
123456 Main St	200	201	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
123456 Main St	200	202	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
123456 Main St	200	203	...	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

[Back](#)



# Setting Up Your Account – Rental Units

## Acknowledgement

PLEASE BE ADVISED IF THIS PROPERTY IS AN "AFFECTED" PROPERTY, BUILT BEFORE 1978, YOU MUST COMPLY WITH THE MARYLAND DEPARTMENT OF THE ENVIRONMENT LEAD LAWS BEFORE THE UNIT CAN BE OCCUPIED.

I affirm that the information on this application is true to the best of my knowledge and belief. If the rental is sold to a new owner, corporation or partnership, the property shall be re-registered with all appropriate information. Failure to comply with this requirement, may result in penalties as established by the city code.

Applicant Signature \*

Muir Boda [Clear](#)

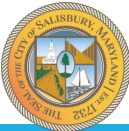
Date \*

09/30/2024

September 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Next >



# Setting Up Your Account – Rental Units

[Save Draft and Exit](#)

### Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

#### Contact Information

[Edit ...](#)

**Muir Boda**

**Email address**

sbybodatest@gmail.com

**Phone Number**

410-341-9550

**Mailing Address**

207 W. Main St. Suite 102, Salisbury, MD 21801

Scroll down to verify everything you have entered.

Hit submit at the bottom of the page.

#### Locations

2 locations total

[Edit ...](#)

#### PRIMARY LOCATION

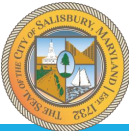


207 W MAIN ST Unit ALSO 209 AND  
211  
SALISBURY, Maryland 21801

#### ADDITIONAL LOCATIONS



200 W MAIN ST  
SALISBURY, Maryland 21801



# Setting Up Your Account – Rental Units

- \*Rental Unit Registration  
RU-10

---

- Your Submission
- Attachments
- Guests (0)

---

- Administrative Review**
- Rental Unit Inspection
- Fee Assessment Review
- Registration Fee
- Rental Registration Issuance

## Administrative Review

**In progress.** This step is in progress.

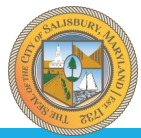
Message the reviewer

Send Message

If an inspection is required, you will receive a notification with an inspection.

You will receive communication to schedule an inspection, as well as an alert and email about the scheduled inspection.


Once that is complete, you will receive a notification to pay.





# Setting Up Your Account – Rental Units

9/30/24, 6:46 PM
about:blank



**The City of Salisbury**  
125 N. Division Street, Room 103  
Salisbury, MD 21801-4940

**Rental Unit Registration Receipt**

Rental Owner's License # RL-11  
License Year 2024  
Bill Date January 15th

OWNER ADDRESS	BUSINESS PHONE	TOTAL PAID
DEVRECO LLC 150 W MARKET ST STE 101  SALISBURY, MD 21801		\$0.00

The following Rental Unit Owners License and Rental Dwelling Unit Registration(s) were renewed/registered.

Failure of the owner of a rental dwelling unit to register a rental unit and/or renew the rental unit owner license on or before March 1st of each calendar year shall cause the rental dwelling unit and/or the license to be designated noncompliant. The owner shall then be assessed a noncompliant fee. Such noncompliant fee shall be set by separate ordinance. If the noncompliant rental dwelling unit or the noncompliant rental unit owner license is not registered on or before July 1st of each calendar year, then the rental dwelling unit and/or the rental unit owner license shall be designated delinquent. A delinquent rental dwelling unit and/or delinquent rental unit owner license fee shall be paid before the delinquent status can be removed. The delinquent owner fee shall be set by separate ordinance.

**Customer Number** RL-11

**Apartment Building(s)**

Street Address	Rental Building Number	Rental Unit Number	Affected Prop./Lead Cert
123456 Main St	100	101	No
123456 Main St	100	102	No
123456 Main St	200	201	No
123456 Main St	200	202	No
123456 Main St	200	203	No

**Multi-Family Dwelling(s)**

Street Address	Rental Unit Number	Affected Prop./Lead Cert
12345 Main St	1	No
12345 Main St	2	No
12345 Main St	3	No

**Single Family Home(s) or Townhome(s)**

Street Address	Affected Prop./Lead Cert
123 Main St	Yes
1234 Main St	No

about:blank
1/1

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

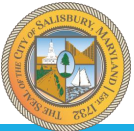
More settings v

Save
Cancel

Once payment is made, you will receive an additional receipt detailing your registered rental units.

On January 15, you will receive notice to renew, and it will take you through the information you have already entered to verify.

Current MDE Lead Certificates must be uploaded to each qualifying rental annually.

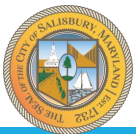


# Conclusion

---

During this initial deployment, we will have an internal process to waive any fees, and a new Rental Owner's License will be issued. However, your current license is still valid until March 1, 2025. Any new rental units will have to go through the standard inspection process, which will be processed in OpenGov. Each business entity must register for its own Rental Owner's License, and any properties that it owns must be registered under that License.

Payments can be made online in OpenGov, or checks can be mailed to our office, 207 W. Main St, Suite 102, Salisbury, MD 21801.



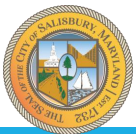
# Questions

---

If you have any questions or need assistance with the new process, please contact our office at:

Phone: (410)341-9550

Email: [hcdd@salisbury.md](mailto:hcdd@salisbury.md)



# HCDD Team

---

**Muir Boda – Director**

**Mike Thomason – Assistant Director**

**Ryan Hardesty – Code Enforcement**

**Chanita Lewis-Watson – Code Enforcement**

**Zach Basham – Code Enforcement**

**Trish Warrington - Office Administrator**

**Kathleen Bradshaw – Office Administrator**

HCDD Contact Information:

Email: [hcdd@salisbury.md](mailto:hcdd@salisbury.md)

Phone: (410)341-9550

Office:

207 W. Main St Suite 102

Salisbury, MD 21801

