In order for MDE to be able to match certificates with their respective registered units, the Rental Registry and Certificates databases are introducing a set of shared standards for identifying Rental <u>Units</u>.

Here are those standards.

1. It is important to remember that the way <u>Property</u> <u>Addresses</u> are recorded <u>IS</u> <u>NOT</u> <u>AFFECTED</u>.  You still fill in "Street Address", "City", "County" and "Zip Code" the same way as before.

2. Only Rental Units need our attention.  If a standard "Unit No." already exists, you must use that to identify the Rental Unit.

3. Unit Nos. can be found in the **Rental Property Unit Reference Table**, accessible from the Inspectors & Contractors web page.

4. Bear in mind that Property Owners might use more elaborate or more "wordy" descriptions for their Rental Units.  Often these can be found in the "Descriptions" field of the Reference Table.  While we usually are able to remain consistent with their choice of Unit descriptions, sometimes it is not possible.

5. If a standard "Unit No." cannot be found in the Reference Table, you must create one when you fill out the "Unit No." space on the Certificate.

When you create a new Unit No., observe the following rules.

1. Keep it as simple as possible and **<u>REMAIN</u> <u>CONSISTENT</u>**.

2. MDE's preferred Unit No. system is as follows.

    a. Floors-      1, 2, 3, etc.          or      1st, 2nd, 3rd, etc.

    b. Same-floor Units - A, B, C, etc. or      Front & Rear

    c. Exceptional Units- Attic, Bsmt, Cottage, or Garage

    d. Single Family Property-   SFP


3. Adopt a <u>universal unit reference system</u> throughout each building and building complex.

examples-  1, 2, 3,…  1$^{st}$, 2$^{nd}$, 3$^{rd}$,…  A, B, C,…

Bsmt,  1$^{st}$ Front,  1$^{st}$ Rear,  2,  3A,  3B,  3C,…

4. If the property owner or property manager has a preferred system and language to describe their Rental Units, it is a good idea to try to accommodate them as much as possible while remaining *in conformance with these standards*.

5. Use the following format (note that a <u>colon</u> separates the Street Address No. from the Unit No.)

Street Address No**:** Unit No.   (or "SFP")

⬆
└── **colon**

examples-  2820: 1          1325: 1$^{st}$ Rear

11: SFP         759: 2C

108: Bsmt       107-109: 107 3C

6. Use ONLY the expression, "SFP" for single family properties.  When a property's <u>Street Address</u> has only one residential unit (not just one rental unit) indicate this with "SFP".  DO NOT use "SFP" to indicate one-bedroom or one rental unit. Typically, each half of a duplex is a SFP.

7. DO NOT USE the following (or similar) words and expressions in the Unit No.

| | | |
|---|---|---|
| Apartment, | Apt., | Floor, |
| Level, | Upstairs, | Downstairs, |
| Side, | ½ Duplex, | Rental Office, |
| Unit | | |

8. Words that will be useful or necessary in identifying a Unit are as follows.

| | | |
|---|---|---|
| Attic, | Bsmt, | Cottage, |

Front,                              Rear,                              Garage

9. DO NOT INCLUDE THE STREET NAME,

   with one exception-      see Apartment Complexes discussion.

10. NEVER INCLUDE THE STREET TYPE.

    No exceptions.

If you feel that you must provide additional descriptive information about the apartment unit, write it UNDER the words "Unit No." on the Certificate.



**MARYLAND DEPARTMENT OF THE ENVIRONMENT**

**LEAD PAINT RISK REDUCTION**         **INSPECTION CERTIFICATE NO.**_____

MDE TRACKING NO.        MDE PROPERTY NO.                OWNER NAME

Street Address                  Unit No.                City                County        Zip Code

The Maryland accredited lead inspector must mark an inspection category 1, 2, 3, or 4 and mark the appropriate inspection method. Only **ONE** category and method are to be marked. The following attachments are required if applicable: Lead Free, Form **E**; Dust Inspection, Form **C**; or Visual Inspection, Form **B** and Supervisor's Statement of Work Form. Certificates issued pursuant to a waiver for exterior work will be invalid unless the exterior is re-inspected within 30 days after the expiration date. The **Inspection Certificate No.** shall be referenced on all forms submitted.

**INSPECTION CATEGORIES**

| ☐ 1. **Lead Free** | ☐ 2. **Full Risk Reduction** | | ☐ 3. **Modified Risk Reduction** | ☐ 4. **Lead Safe** *(Qualified Offers only)* This inspection category expires 24 months from the date inspected. |
|---|---|---|---|---|
| **Methods** | **Methods** | | **Methods** | **Methods** |
| ☐ **A.** One Time Only *(interior & exterior)* **OR** | ☐ **A.** Dust Inspection **OR** | ☐ **B.** Visual Inspection **OR** | ☐ **B.** Visual Inspection **OR** | ☐ **A.** Dust Inspection **OR** |
| ☐ **B.** Limited *(interior only)* Re-certification of exterior required by ___/___/___ | ☐ **D.** Dust Inspection w/ Exterior Waiver Expiration Date 04/01/___ **OR** | ☐ **C.** Visual Inspection w/ Exterior Waiver Expiration Date 04/01/___ **OR** | ☐ **C.** Visual Inspection w/ Exterior Waiver Expiration Date 04/01/___ **OR** | ☐ **B.** Dust Inspection & Visual Inspection **OR** ☐ **C.** Dust Inspection w/ Lead Free Exterior **OR** ☐ **D.** Dust Inspection & Visual Inspection w/ Lead Free Exterior **AND** |
| | ☐ **E.** Dust Inspection w/ Lead Free Exterior | ☐ **F.** Visual Inspection w/ Lead Free | ☐ **D.** Visual Inspection w/ Lead Free | ...have ...ee. |

**Write additional, descriptive information here**

☐ **PASSED** Based on the findings of the attached inspection report(s), I certify that the **property/unit** meets the certification criteria at this time.
*(circle property or unit as appropriate)*

☐ **FAILED** Based on the findings of the attached inspection report(s), the **property/unit** fails to meet certification criteria at this time.
*(circle property or unit as appropriate)*

I certify that I inspected the above listed **property/unit** on ___/___/___ at ___:___ a.m./p.m. under Title 6, Subtitle 8 of the Environment Article, Annotated Code of Maryland.

Inspector's Name      Inspector's Signature      Accreditation No.      Expiration Date  Inspection Company      Accreditation No.      Expiration Date

It will be transcribed into the Description field in our database and will show up in the field of the same name in the **Rental Property Unit Reference Table**.

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## Consolidated Properties:

1. Consolidated Properties present *possible* additional complications in addition to the complexities you already may have encountered in dealing with their registrations and addresses.

2. Usually, if they are properly registered following the Assessments and Taxations database, the Street Number entry will reflect both (or all) of the street addresses involved.

   for example: 107 – 109 Church Street

   would be the consolidated property consisting of

   107 Church Street  and

   109 Church Street

3. If it already has been registered, the entry in the example above (or something similar) is exactly what you should see in the **Rental Property Unit Reference Table** under Street Address.

4. ***BUT*** when you are preparing a certificate for a property that has *NOT BEEN REGISTERED*, you can just enter the Street Address as if it were not consolidated.

5. To illustrate, if you are inspecting the $2^{nd}$ Floor apartment in

   107 Church St. of the consolidated property 107 – 109 Church St.

   a. if it has been registered, the Unit No. on your certificate will appear as follows

   107 – 109:107 2          or      107 – 109:107 $2^{nd}$

    b. if it has NOT been registered the Unit No. will appear as follows

        107:2          or          107:2$^{nd}$

6. In the latter case, *BEFORE ANY FUTURE INSPECTIONS* you will need to check the **Rental Property Unit Reference Table** for possible New Registration information.

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**Apartment Complexes:**

1. Apartment Complexes usually are straightforward, with each building having its own Street Address, but occasionally an Apartment Complex can have all of its buildings registered to a *SINGLE* Street Address.

2. If, when you check the **Rental Property Unit Reference Table**, you find this *SINGLE* Street Address registration to be the case, you must show the inspected property's Street Name in the Unit No.

3. An example is as follows          Day Village Apartments

    The entire complex is registered as-

          503 N. Avondale Rd.

4. If it already has been registered, this (or something similar) is exactly what you should see in the **Rental Property Unit Reference Table** under Street Address.

5. *BUT* when you are preparing a certificate for a unit in an apartment complex that has *NOT BEEN REGISTERED IN THIS MANNER*, you can just use the Street Address of the rental unit.

6. To illustrate, if you are inspecting a rental unit <u>in an apartment complex</u> whose address is

          102 Willow Ct.,

1800 Washington Boulevard | Baltimore, MD 21230-1718 | www.mde.state.md.us
410-537-3000 | 800-633-6101 | TTY Users: 800-735-2258
Larry Hogan, *Governor* | Boyd Rutherford, *Lt. Governor* | Ben Grumbles, *Secretary*
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a.  if the complex has been registered to a single address, e.g.

503 N. Avondale Rd.

the Unit No. on your certificate will appear as follows

503:102 Willow SFP

and the *Street Address* will be (as registered)

503 N. Avondale Rd.

b.  if it has NOT been registered the Unit No. will appear as follows

102:SFP

and the *Street Address* will be   102 Willow Ct.

7.  In the latter case, *BEFORE ANY FUTURE INSPECTIONS* you will need to check the **Rental Property Unit Reference Table** for possible New Registration information.

8.  Fortunately, there are very few of these complexes, where the entire complex was registered to one Street Address.  This is not a practice we permit any more. Normally, you can expect each building in an apartment complex to be registered under its own Street Address.