

**REQUEST FORM**  
**RENTAL HOME VERIFICATION CERTIFICATE FROM ASSOCIATION**

In order to process your request, please return this form to:

Via mail: CVI  
6300 Woodside Court, Suite 10  
Columbia, MD 21046

Via fax: 301-596-2082 Fax

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***All information required to process the request.***

DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

RENTAL ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Please read, initial and sign.**

- Once this request form is received, research of your account/file will be conducted within 10 business days.
- If there is no lien on the home and no violation of the Association's covenants and/or bylaws on file, a Rental Home Verification Certificate will be produced.
- The Certificate with original signature will be mailed to the mailing address provided above.
- You will be responsible for presenting the Certificate in a timely manner to Prince George's County Department of Environmental Resources Housing Enforcement along with your Rental License Application.
- If there is an outstanding lien on the home and/or violations of the Association's covenants and/or bylaws on file, we will notify you via email and the production of the Rental Home Verification Certificate will be cancelled.
- Once your home is brought into compliance, you may submit a new request form.

\_\_\_\_\_ I have read and understand the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Effective April 1, 2014*