

In order for us to produce a Certificate, the rental property must be in compliance. You will help the process by insuring your account is paid in full, there are no outstanding liens on the property, and there are no outstanding exterior maintenance items that need to be addressed prior to submitting your request.

Please submit this form to initiate the process. Please let us know if you have any questions.

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
Via Email: skennedy@cviinc.com

All information is 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