LOGIN INSTRUCTIONS
TAKOMA PARK RENTAL HOUSING LICENSE RENEWAL PROCESS

www.tprents.takomagov.org/

Before you can renew your online rental housing license, you will have to login to the "City of Takoma Park's Rent Stabilization Annual Rent Report and Licensing" web site at www.tprents.takomagov.org/.

To obtain your user ID and password, please contact the Code Enforcement Division at 301.891.7255. If you own more than one rental facility, a separate renewal application must be submitted for each property. The password for each property is unique.

1) Open your internet browser (your browser should be either Internet Explorer version 6.0 or greater or Mozilla Firefox version 3.5 or greater)

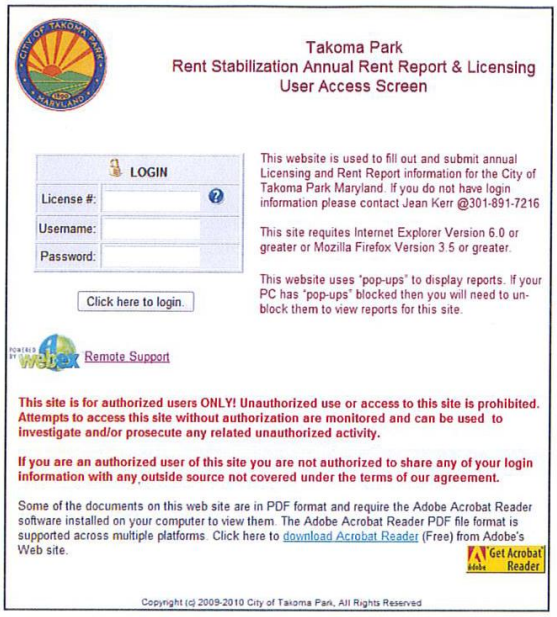
2) Temporarily disable your Pop-Up Blockers. They can be re-established after you have completed your application form.

   To disable your Pop-Up Blocker

   1) Go to the Menu Bar at the top of your Browser. Click on TOOLS
   2) Click on POP UP BLOCKER
   3) Click on TURN OFF POP-UP BLOCKER

3) Type www.tprents.takomagov.org/ in the URL address bar at the top of your browser's main page.

   You have now entered the **User Access Screen** for the City of Takoma Park's online Rent Stabilization Annual Rent Report & Licensing website. The screen on your computer should look like this. You are now ready to login into the system. The information you will need to login is located on the back of this sheet.

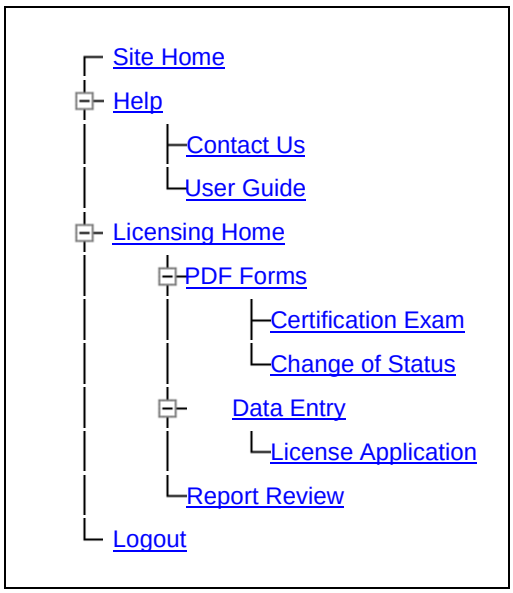


4) Enter your LICENSE NUMBER in the License # field

5) Enter your USERNAME in the Username field

6) Enter PASSWORD in the Password field

7) Left click on the "Click here to Login" button



The screen on your computer should look something like this.

8) Left click on “Licensing Home”

9) Left click on “License Application” (under “Data Entry”)

You are now ready to renew your rental housing license. For additional assistance, please right click on the “Users Guide” link for instructions on how to proceed.

If you have any questions about the license renewal process or have problems accessing the site, please contact the City of Takoma Park’s Code Enforcement Division at 301.891.7255 for assistance.

ALL RENTAL HOUSING LICENSE RENEWALS MUST BE SUBMITTED ONLINE

PAPER COPIES OF THE APPLICATION FORM WILL NO LONGER BE ACCEPTED