

Rental Housing Online Survey

Rental Housing Survey Website: <http://montgomerycountymd.gov/rentalsurvey>

FAQ'S – Frequently Asked Questions

1) Is there a penalty for not completing the Rental Housing Survey?

- Yes. Section 29-51 of the Montgomery County Code requires all Multifamily landlords in Montgomery County's jurisdiction to complete the Rental Housing Survey.
- All other government jurisdictions have agreed to comply with the Section 29-51 Montgomery County Code and have Multifamily Landlords complete the Rental Housing Survey as well.

2) When is the deadline to complete the survey?

- All Rental Surveys must be completed by April 30th.

3) What if I forget or lose my login password?

- Your community's login information is your License number and Contact ID which is on the Rent Survey letter sent from Department of Housing and Community Affairs (DHCA). If you lose the login information, please call 240-777-3674 Monday-Friday 8:30 am – 5 pm, send an email to DHCA.RentalSurvey@montgomerycountymd.gov or check the Welcome page of the DHCA Rental Survey website.

4) Can I add other users to complete the survey?

- Yes. Once logged into the Rent Survey website, select the "Users" tab and select "Add User." You may create an unlimited number of users and unique passwords to complete the survey.

5) Does the information I enter automatically save?

- The information automatically saves as long as you have completed all the required fields on the webpage and select "Next" or "Submit" at bottom of page.

6) What is a RUBS formula?

- Ratio Utility Billing Systems (RUBS) are formulas used to allocate the cost of gas, electricity, and/or water to tenants. RUBS properties must register with DHCA.

7) How do I upload Unit data?

- Log onto the DHCA Online Rental Survey <http://montgomerycountymd.gov/rentalsurvey>
- Click on “Survey”
- Click on “Units”
- Click on “Export Data” - A template for the spreadsheet used for uploading the data will display
- Download the spreadsheet - Information on the formatting requirements is found in the Definition of Survey Terms in the “Resources” section
- Complete the spreadsheet and save
- When the spreadsheet is ready to be uploaded, click on “Choose File” and select the spreadsheet by name
- Click on “Upload File”
- When file has been uploaded, the data will display on the “Units” page

8) How do I edit Unit data after it has been saved or uploaded?

- To edit Unit data, go to the Units tab and find the specific unit number. Click on the unit number. The Unit’s information will display. You will be able to edit the record.

9) How do I report a unit with a loft or den in the number of bedrooms field?

- A loft or den is reported as 0.5 bedrooms. For example, a one bedroom and loft is reported as 1.5 bedrooms.

10) What is classified as a vacant unit?

- A unit is vacant if it is not under contract.

11) If a unit is currently unoccupied, but there is a lease on the unit effective April 1st, is it vacant?

- No, it is considered an occupied unit.

12) What is the Occupy Date?

- It is the effective date of the lease for the current tenant.

13) What is the Current Rent?

- It is the total rent for the unit including tenant portion and any subsidy as of April 1st. If the unit is vacant, the Current Rent is the rent that would be offered to a prospective tenant as of April 1st. Enter only whole numbers, no decimals. Do not use \$ or other symbols.

14) How do I report Current Rent if the Unit is vacant?

- If the unit is vacant, the Current Rent is the rent that would be offered to a prospective tenant as of April 1st. Enter only whole numbers, no decimals. Do not use \$ or other symbols.

15) How do I report the rent on a unit with a subsidy?

- The total rent received, including both the tenant's portion and the subsidy, should be reported.

16) How do I change the community name or onsite rental information?

- Notify the Montgomery County Department of Housing and Community Affairs Licensing and Registration Unit in writing and the Licensing and Registration staff will process the change.

17) Is it possible to get an extension for more time to complete the survey?

- We encourage all Landlords to work very diligently to complete the survey on time. You may consider assigning extra users to complete the task. Any potential extensions will be handled on a case by case basis.

DEFINITION OF SURVEY TERMS

Bedroom: A sleeping room in a residence with a source of natural light, a minimum horizontal dimension of 7 Ft., a minimum ceiling height of 7'-6", means of emergency egress (i.e. a window and a securable door), a source of permanent heat, and a smoke alarm. A loft or den is reported as 0.5 bedrooms.

Enter bedrooms as: 0, 0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5

Current Rent: A regular payment to a landlord for the use of property. Subsidy tenant's current rent includes total rent received from both tenant and subsidy payment. Vacant unit's rent is what a prospective tenant would pay in this unit on April 1st.

Enter Rent as whole numbers without decimal points or symbols (\$).

Occupy Date: The effective date of the lease or move-in date for the current tenant. Enter date as: mm/dd/yyyy

OwnerEmployeeOcc: Is the unit occupied by an owner of the property or an employee? Enter as 1 for Yes or 0 for No

Ratio Utility Billing System (RUBS) - The system under which the cost of water and/or sewer utility service that is master metered to a landlord and is allocated to tenants by the landlord through the use of a formula that estimates the utility use of each rental unit in the apartment complex.

Unit Identifier: Unique number (letters, numbers, or combination of both) assigned to unit. Should not be the actual unit number to protect tenant privacy.

Enter as whole numbers or letters without decimal points or symbols (#)

Vacant Unit: Any unit not under contract as of April 1st. **Current Rent** for vacant units should be reported as the rent offered to a prospective tenant on April 1st.

Enter as 1 for Yes or 0 for No