



**Montgomery County Department of Housing and Community Affairs
Licensing and Registration Unit**

100 Maryland Avenue, 4th Floor, Rockville, Maryland 20850

www.montgomerycountymd.gov/dhca • 240-777-3666 • FAX 240-777-3699 • TTD 240-777-3679

**LEGAL AGENT
UPDATE FORM**

RENTAL PROPERTY: _____ Today's Date _____

CONTACT INFORMATION

Legal Agent

County law requires all owners to assign a Legal Agent to receive legal service of process if the owner does not live in the State of Maryland or if the owner is using a PO Box. The legal agent must live within the State of Maryland.

Please Note:

- ❖ The Legal Agent cannot be your tenant (This can be a family member, friend, realtor, etc).
- ❖ The Legal Agent's must indicate MARYLAND address.
- ❖ The Legal Agent **MUST** sign below to accept responsibility as legal agent.
- ❖ A Legal Agent is NOT responsible for the property or any fees.
- ❖ Owner cannot sign in place of Legal Agent.

Owner designates the below named Maryland resident as Legal Agent

Dr. Mr. Mrs. Ms.	_____	_____	_____
Legal Agent's Name (Print or Type clearly above)		Daytime Number	
Legal Agent's Street Address	_____	Evening Number	Fax Number
_____ Maryland _____		Cellular Number	Email Address
City	Zip		

I understand and accept responsibility as Legal Agent for service of legal process:

X _____ Date

Legal Agent's Signature (required)

Send To:
 Department of Housing and Community Affairs, Licensing and Registration Unit
 100 Maryland Avenue, 4th Floor, Rockville, Maryland 20850

Email: LicReg.Intake@montgomerycountymd.gov or Fax to: 240-777-3699