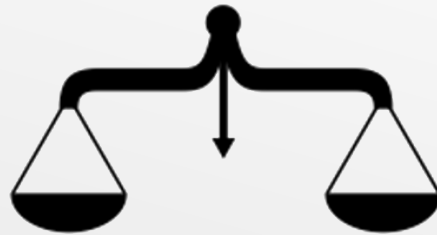


Rent Court 101: Baltimore City



MARYLAND

RENT COURT SERVICES

info@rentcourtservices.com

410-878-2939

44 Shipping Pl #9163

Baltimore Md. 21222

This packet is designed for general information purposes only. The information presented here should not be construed to be legal advice nor the formation of an agent/client relationship.

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Welcome



About Maryland Rent Court Services

Founded in 2014, Maryland Rent Notices, LLC (T/A Maryland Rent Court Services) was founded after the sale and closure of Rent Court Agents, LLC. MRCS is a licensed debt collection agency that focuses primarily in summary ejection proceedings, also known as “rent court.”

We are one of only a few rent court agencies that are state and nationally licensed and bonded, a distinction we take seriously.

The founder and Majority Owner of MRCS is Brett Shepherd. Brett is a graduate of Frostburg State University and a lifelong Baltimore native. He began working for Rent Court Agents, LLC in the beginning of 2013 until their eventual sale and closure which took place at the end of June in 2014. Wanting to keep a hometown based business and keep with a one-on-one style of business and communication, Brett decided to start MRCS almost immediately after Rent Court Agents, LLC closed their doors.

While most business is done via email today, every client has Brett's personal cell phone number, meaning you don't have to call a department or office number when you need to talk to the person-in-charge. Almost every case passes through the hands of all staff members before filing, so we know about a case before it goes before the court. Other agents may never see a case before it is in front of the court.

Our clients range from first time filers with one case, to clients who file over 100 cases per month. MRCS staff has the knowledge and experience to work with landlords and property managers of all shapes, all sizes, and all business structures.

Thank you for considering using MRCS for your rent court needs. We are confident we are the agency you are looking for and will prove ourselves to be an asset for your company.



MRCSS Contact Information

MRCSS Office Number: (410)-878-2939
MRCSS Fac Number: 1-(877)-389-5894
MRCSS Office Email: info@rentcourtservices.com
Brett's Direct Email: brett@rentcourtservices.com
MRCSS Mailing Address: 44 Shipping Pl #916
Baltimore, Md 21222

Rent Court Contact Information

Rent Court Address: 501 E Fayette St
Baltimore, Md 21202

Rent Court Phone Number: (410)-878-8700 (Main Line)
(410)-878-8640 (Clerk's Office)

Sheriff Phone Number: (410)-396-7412
Sheriff Fax Number: (410)-396-7439

Baltimore City Property Registration and Licensing: (410)-396-3757
Maryland Department of the Environment: (410)-537-3825



Services and Prices

Failure to Pay Rent Notices

A failure to pay rent notice (a.k.a. FTP) is the first step in getting your tenant to either pay their back rent or getting them to return the property to you. Filing an FTP is done under the “File Online” tab of our website.

Pricing

\$60 per FTP (includes court costs)

**Landlords filing 5+ notices per month qualify for special pricing*

Warrant of Restitution

The warrant of restitution (a.k.a. Putout) is the second step in the repossession process. The warrant provides notification to the sheriff your tenant has still not paid and you want to proceed with the eviction process. If your tenant pays you the rent due, the eviction is canceled. If your tenant fails to pay you the rent due, the eviction will proceed and you can reclaim your property.

Pricing

\$65 per Putout (includes court costs)

**Landlords filing 5+ putouts per month qualify for special pricing*

Scheduling Eviction

We take the hassle out of working the sheriff’s office to schedule your eviction for you.

Pricing

\$10 per scheduling



Services and Prices

Eviction Mailing/Posting

After an eviction is scheduled a landlord is required to provide notice of the eviction date to tenant(s) via mail and posting on the door. We will take care of both of these steps and provide you with all necessary paperwork you need to take the eviction with you as well as a digital photo the posting to the door.

Pricing

\$75 per posting

60 Day Notice

A 60 day notice is a notice you provide a tenant notifying them you want to terminate their tenancy. You can send this to a tenant who has a lease that has expired and is now on a month-to-month lease. You can request this via the “File Online” tab of our website by selecting the “30/60 Day Notice” option.

Pricing

\$50 per notice

Rent Escrow Court

Landlords schedules are sometimes full and they are unable to attend rent escrow court. We will hear your cases in rent escrow court on a case-by-case basis.

Pricing

\$75 per appearance





SHEPHERD INSPECTIONS

Inspection Services and Prices

Lead Inspection

Having your property inspected for lead paint is probably the most important thing you as a landlord can do to protect your tenant and yourself. We will send an MDE Certified Lead Inspector to your property to complete a visual and dusty wipe inspection.

Pricing

\$75 booking fee

*\$15 per dusty wipe *A Property with original/pained windows requires 2 wipers per room.*

Rental Inspection

A rental inspection is vital for landlords to being allowed to legally rent their properties in Baltimore City. We will send a State, City, and InterNACHI certified home inspector to complete this inspection.

Pricing

1 Inspection per booking: \$125

2-5 Inspection: \$225-\$525

6+ Inspections: Email brett@rentcourtservices.com for pricing

Occupancy Verification & Property Inspection

An agent will post proper notice of a pending inspection. During the inspection the agent will check the property for any obvious signs of damage and update the tenant(s) current information. A report with pertinent details will be provided to the landlord.

Pricing

\$95 per booking

**ALL INSPECTIONS CAN BE
SCHEDULED VIA THE
INSPECTION SERVICE TAB OR VIA
SHEPHERDINSPECTIONS.COM**



MARYLAND

RENT COURT SERVICES

The Rent Court Process At a Glance

1

TENANT FAILS
TO PAY RENT



2

Getting a Court Date

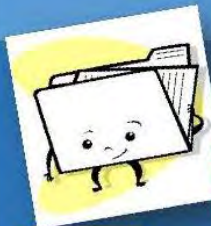
3

Getting Your
Judgement



4

Filing Your
Warrant



5

Scheduling Your
Eviction
&
Posting/Mailing



6

Eviction



Rent Court Process

Step 1- Failure to Pay Rent

Generally 5 days after your tenant(s) rent has become due and they have not paid, you can file against them for failure to pay rent. This is when you can file your rent notice under the “File Online” tab at RentCourtServices.com.

MRCS generally filed 2-4 times most weeks, with the 2nd and 3rd week of the month being our busiest filing times.

Step 2- Getting A Date

After you submit your case and all information is verified, MRCS will file your case at the District Court. It generally takes about a week to get a trial date back from the Court. Once we get a trial date, we will contact you.

Step 3- Going to Court & Getting a Judgment

MRCS will send their agent to the court date on your behalf. You should try to make yourself available via phone during this time incase the agent has any questions while they are in court. MRCS works on the classic adage “No News, is Good News.” If you don’t receive a call, email, etc... Your case went fine and you received your judgment as requested. If you would like, you are more than welcome to email or call after court to ask about the outcome.

****PLEASE NOTE:**
IN MOST CASES THE
TENANT HAS EVERY
RIGHT TO PAY AND
STAY AT ANY TIME
DURING THIS
PROCESS**



Rent Court Process

Step 4- Filing Your Warrant

Your tenant has 4 business days after the trial date to file an appeal to the Circuit Court. After those 4 days, if no appeal is filed and your tenant has not paid the judgment amount plus court costs (\$30) you can request your warrant under the “*File Online*” tab at RentCourtServices.com.

Once your warrant is filed DO NOT accept any partial payments, unless you are willing to refile your warrant or forgive the remain debt.

You will receive a case number within 24 hours of your filing. This case number is what you need to give to the sheriff to schedule your warrant with the sheriff in 10-12 business days.

If you request you want MRCS to schedule your warrant for you, you will receive your case number at a later date.

Step 5- Eviction Notification

After scheduling your warrant this is when you have to send your eviction letter and post it to the door. The letter must be mailed via

CERTIFICATE OF MAILING (NOT CERTIFIED MAIL) at least 14 days prior to the eviction date and posted to the property at least 7 days prior to the eviction date.

If you want MRCS to do this for you, but you did not request it at the time you requested the warrant, you can still request it, but you must submit your request IMMEDIATELY via the “File Online” tab.

Step 6- Eviction Day

Arrive to the property at least 30 minutes prior to the schedule time and make sure you are clearly visible from the road for the sheriff to see you. Make sure to bring the original signed copy of your eviction letter, the original receipt and certificate of mailing from the Post Office, new locks, and a power drill. You DO NOT need movers. Just change the locks and secure the property.

Frequently Asked Questions

Q- What are Your Office Hours?

Monday through Friday, 8:30am-4:30pm

Q- What Holidays is the District Court Closed in 2020?

New Year's Day- January 1

MLK Day- January 20

Presidents' Day- February 17

Memorial Day- May 25

Independence Day- July 4 (Observed July 3)

Labor Day- September 7

Columbus Day- October 12

Election Date- November 3

Veterans Day- November 11

Thanksgiving Day- November 26

American Indian Heritage Day- November 27

Christmas Day- December 25

Q-What is the easiest way to get a hold of the MRCS Staff?

The easiest way to contact our staff is via email at info@rentcourtservices.com. We can also be contacted via phone at 410-878-2939 or via fax at 1-877-389-5894.

Q-What Types of Payments Do You Accept?

All major credit/debit cards, Paypal, Money Order, Bitcoin, Venmo, Cash App, Zelle, Bank Of America Transfer, Check



Frequently Asked Questions

Q-Do you file Against Commercial Tenants? Do these Cases Cost More?

Yes! In addition to residential tenant filings, we also file failure to pay rent cases against commercial tenants. These cases cost the same amount to file as a residential case.

Q-Do You File Against Garage Properties?

Yes! This is done via a process called an also serve. Let our staff know when you are filing against a garage when you send your request. The cost for an also serve is an extra \$10.

Q-Can I Carry Over a Balance From Last Month's Judgment?

No! You must either carry out the warrant on that balance, forgive that balance, or wait 60 days before you can refile for it on a new rent notice.

Q-What Information Do I Need to Provide For Court?

All the information we need you to provide is what is listed on the *Failure to Pay Rent* link on the "File Online" tab.

Q-How Do I find Out the Result of My Case?

MRCS works on the classic adage "No News, is Good News." If you don't receive a call, email, etc... Your case went fine and you received your judgment as requested. If you would like, you are more than welcome to email or call after court to ask about the outcome.

Q-When Can I File the Putout for my Case?

4 business days after your judgment is received.

Q-Can I File on a Tenant that has an Open Escrow? Open Bankruptcy?

To both- NO! You must wait until the open escrow case or open bankruptcy are discharged before filing in rent court.

Referral Program

Any existing client who refers a new landlord to MRCS receives a one time bill credit, even if the new landlord uses us just one time!

A new client must tell MRCS who referred them and file at least one rent notice.

Bill credits only apply the first month a new client uses MRCS.

Any questions, please contact the MRCS office.

Referral Credits

\$25 credit for any new client filing 1-5 notices

\$50 credit for any new client filing 6-10 notices

\$75 credit for any new client filing 11-20 notices

\$100 credit for any new client filing over 20 notices

