



Maryland
Department of
the Environment

Scheduling an Inspection

Adding a New Property Record



Lead Rental Certification and Accreditation
Maryland.gov



Background



The Lead Rental Certification and Accreditation (LRCA) database requires an Accredited Inspector to schedule upcoming inspections.

When scheduled accurately and timely this procedure satisfies the requirement (COMAR 26.16.05.04) to provide notice to the department before performing an inspection.



Property records presented within LRCA have various sources - e.g. SDAT, LRCA, OLRR, Inspection Certification

List of Properties

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Record Source	Premise Flag	Action
<input type="radio"/>	01800 WASHINGTON BLVD BALTIMORE MD 21230		WASHINGTON-MONROE LLC.	Baltimore city	0321040731 001A		0000	SDAT	No	Change
<input type="radio"/>	01800 WASHINGTON BLVD BALTIMORE MD 21230	SFP	Richard Seungpyo Lee	Baltimore city	0321040731 001A	0383387	0000	LRCA	No	Change

Showing 1 to 2 of 2 entries (filtered from 99 total entries)

Search: Previous 1 Next



Property Record Sources



OLRR

- Owner Lead Rental Registration
- Record presents data collected at the time of owner registration or updated during renewal.
- Record presents accurate information regarding historical ownership.
- New or updated OLLR records present in LRCA within 24 Hours

SDAT

- Maryland State Department of Assessments and Taxation
- Record presents data obtained from SDAT Real Property Search
- Account Identifiers presented in LRCA (Property Number)
- SDAT record updates may be delayed based upon local jurisdictions



Inspection Certification

- Record source captured from a legacy handwritten inspection certification (Form 330)
- Record source details may be inaccurately presented
- Record source intended to be selected when scheduling a re-inspection of a legacy limited lead free inspection certification

LRCA

- Created by users on the LRCA database
- Provides solution for creating a new property record and present the current owner name and add dwelling unit identifier.
- *Note - SDAT account number for property records created by users on LRCA should accurately reflect the subject property



Add New Property Record



During the “Schedule Inspection” procedure on LRCA an Inspector can create a new record for an existing property using a valid MDE Tracking ID.

Adding a new record of an existing property provides a solution for documenting the current owner name and a dwelling unit identifier.



Add New Property Record



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Step 1 - Search for Property

Search For Property

Address Number:*

Street Name:*

Do not enter street prefixes or suffixes (Avenue, Street, Lane, etc.) or directions (N, E, SW etc.,)



Add New Property Record



Step 2 - Identify Property Record by SDAT Account

- Example -Use validated SDAT Account Number & MDE Tracking ID provided from the Property Owner
 - Property Account Number → 0321040731001A

List of Properties

Validate: Property Number = SDAT Account Number

Search: UNIT 3 CHROME GOV

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Record Source	Premise Flag	Action
<input type="radio"/>	1800 Washington Boulevard Baltimore MD 21230	Unit 3 Chrome	Test Gov. Agency	Baltimore City	0321040731001A	0302015		OLRR	No	Change

Showing 1 to 1 of 1 entries (filtered from 99 total entries)

Previous 1 Next

Add new property record by changing the MDE Tracking ID and Unit Description.



Add New Property Record



Step 3 - Add New Property Record - "Change" Button

- Requires valid MDE Tracking ID

Property Number
0321040731001A

Address Number
1800

Address Street Name
Washington

Address Street Type
Boulevard

Unit Number
Unit Number

MDE Tracking Number* (Enter minimum 5 digits to see list)
MDE Tracking Number
MDE Tracking Number is required.

Validate

Owner Full Name
Test Gov. Agency

Owner/Manager Last Name
Owner Last Name

Owner/Manager Fist Name
Test Gov. Agency

Property Source
OLRR

Add New Property Cancel

Add current owner MDE Tracking ID --> Click "Validate"



Add New Property Record



Step 4 - Provide Unit Description & Add New Property

Property Details

Tracking number is valid and exists in OLRR.

Property Number
0321040731001A

Address Number
1800

Address Street Name
Washington

Address Street Type
Boulevard

Unit Number
1802-101

MDE Tracking Number* (Enter minimum 5 digits to see list)
0654321

Validate

Owner Full Name
Housing Authority Of Baltimore City

Owner/Manager Last Name
Owner Last Name

Owner/Manager First Name
Housing Authority Of Baltimore City

Property Source
LRCA

Add New Property **Cancel**

Provide Unit Number - See Unit Naming Guidance provided by MDE

Owner/Manager details updated based upon OLRR record associated with the MDE Tracking ID Number

Review property details for accuracy then move forward by clicking "Add New Property" button



Add New Property Record



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Step 5 - Search for Property

Search For Property

Address Number:*

Street Name:*

Do not enter street prefixes or suffixes (Avenue, Street, Lane, etc.) or directions (N, E, SW etc.,)



Add New Property Record

Step 6 - Select Newly Created Property Record

List of Properties

Search: 1802-101

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Record Source	Premise Flag	Action
<input checked="" type="radio"/>	1800 Washington Boulevard Baltimore MD 21230	1802-101	Housing Authority Of Baltimore City	Baltimore City	0321040731001A	0654321		LRCA	No	Change

Showing 1 to 1 of 1 entries (filtered from 101 total entries)

Previous 1 Next

Select new property record and click "Add Inspection"

Add Inspection



Step 7 - Complete Add Inspection Schedule on LRCA

Add Inspection Schedule

Selected Property

Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Record Source	Premise Flag
1800 Washington Boulevard Baltimore MD 21230	1802-101	Housing Authority Of Baltimore City	Baltimore City	0321040731001A	0654321			

MisMatch Section

Select atleast one checkbox:*

- Mismatch in Street Name or Number
- Mismatch in Unit Number
- Mismatch in Owner(s) Name
- No Mismatch

Mismatch Notes:

Reason

Service Provider:*

Brightfields, Inc.

Inspection Type:*

Full Risk Reduction

Inspection Date:*

04/15/2022 03:00 PM

Once you have completed the inspection schedule details - move forward by clicking "Schedule New Inspection"



Schedule New Inspection



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Questions?



mde.maryland.gov/programs/land/LeadPoisoningPrevention/Pages/LRCA



lrca.mde@maryland.gov



(410) 537-3825

OR 1 (800) 633-6101, Ext. 3825



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