

All Owners Must Complete and Return This Form

Return To: Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE 19971
(302) 227-6363 Fax (302) 227-8319

Permit No. _____

Issued: _____

**Town of Dewey Beach Application for Rental License or Non-Rental Declaration
License Year – 3/1/2015 – 2/28/2016**

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting or leasing rooms, cabins, private houses or apartments shall pay an annual license fee for the period which begins March 1 and ends February 28 of each licensing year.

Property Reference: District 3-34 Map _____ Parcel _____

*Physical Street Address: _____

Complex Name and Unit Number: _____

*Owner's Name: _____

*Owner's Mailing Address: _____

*Owner's Phone Numbers: (home) _____ (cell) _____

Owner's Email: _____

Part A – For Rental Property

License Fee is \$142.00 per unit up to and including 2 bedrooms, plus \$11.00 for each additional bedroom (per Resolution No. 86, adopted 4/14/07). A bedroom is defined as a room divided from the general living area of the house, and containing a sleeping unit such as a bed or pull out couch.

Occupancy is limited to 2 persons per bedroom plus 2 in the general living area. Children under 5 are not counted when determining maximum occupancy.

License certificate must be properly displayed and sticker also displayed on the front door or window.

House Review: Ordinance No. 423 adopted 2/12/2000, to provide for inspection of premises. Upon presentation of proper credentials and/or upon written notice to the record title owner of a premises of a time and date for inspection to determine compliance of construction or the existing premises with the provisions of the Dewey Beach licensing regulations, zoning provisions or building requirements of the Dewey Beach Code or the Sussex County Housing Code, the Building Official or a duly authorized representative may enter at reasonable times any building, structure or premises within the Town limits to perform any duty imposed upon the Building Official by this code.

Trash disposal is the responsibility of the property owner. Rental properties are required to have twice a week pick-up during the period of rental occupancy. Trash and recyclables must be in rigid

containers with lids and not placed for pick-up in bags. Containers must be removed from the right-of-way after pickup per Town Code Chapter 153 Solid Waste.

It is the responsibility of property owners to provide their tenants with a copy of the Disorderly Dwelling Ordinance and post the Ordinance in a conspicuous place in the rental unit (per Dewey Beach Code of Ordinances §85-1301A Disorderly Use of a Dwelling)

Number of Bedrooms: _____ Maximum Occupancy: _____
Amount Remitted: \$ _____
Trash Collector's Name: _____
Real Estate Agent Info(required, if an agent is involved in rentals):
Agent Name(s): _____
Agent Phone Number(s) _____
Real Estate Company: _____

If no local agent is used, and the owner is not local, provide the name and number of a local person responsible in case of emergency or issues at the property during the rental period.

Local Emergency Contact: _____ Phone: _____

For seasonal or long-term rentals, provide tenant contact information. Yearly leases not subject to Accommodations Tax must provide a copy of the lease to Town Hall.

Renter's Name: _____ *Phone: _____

Are sublets allowed? Y N (If Yes, tenant may need a separate rental license. If no, sublets will not be allowed)

By signing below I am certifying that:

- I will abide by the Dewey Beach Code as it relates to the rental of my property.
- My property has all smoke detectors required by Delaware State Code.

Signature: _____ Date: _____

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Part B – For Owners who do not Rent

I hereby state, under penalty of law, that I **do not rent or lease my property** and therefore am not applying for a rental license.

I also agree to abide by the Dewey Beach Code as it relates to the use of my property.

Signature: _____ Date: _____