

The Mayor and Council of Middletown

19 West Green Street, Middletown, Delaware 19709

Kenneth L. Branner, Jr., *Mayor*

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Inspections & Permits

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Business Licensing

(302) 378-3587

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Licensing and Inspections Department Rental Inspections Procedure

- o Rental inspections are required at each change of tenants. All inspections are to be made with the rental units vacant and clean. The Town's rental inspection checklist should be followed in preparing the unit for an inspection.
- o All registration requirements must be met, all past due bills, fees, and assessments incurred at the property address owed to the Town must be paid before the inspection will be scheduled.
- o Rental inspections are to be called in, and confirmed by 2:30 PM to be eligible for the following day inspection schedule. (This is not a guarantee; all attempts will be made to schedule the inspection for the time requested.)
- o For all scheduled rental inspections, there shall be a 15 minute window before and after scheduled time for inspectors arrival.
- o Bills will be sent to the owner or authorized agent. Owner or authorized agent must be present at time of inspection.
- o All utilities (electric, gas, and water) must be turned on prior to and operational at time of scheduled inspection.
- o If all utilities, hot water, or mechanicals are not turned on and properly operating at time of scheduled inspection, the inspection shall fail, and will be terminated at that time, and it will be counted as the first inspection.
- o The rental inspection fee is \$50.00 for the inspection billed to the owner or authorized agent, there is one (1) re-inspection at no charge. Any subsequent re-inspections will be charged a new inspection fee.
- o Rental inspections are good for six (6) months from the time of passed inspection if the unit has not been occupied or altered. After six (6) months of the unit not being occupied or altered the town will require another rental inspection to be completed.

- o New rental units that have been issued a certificate of occupancy from the Licensing and Inspections Department for new constructed building(s) or a new renovated building(s) shall be exempt from the rental inspection for six (6) months from date of issuance. All rental units must comply with the Town of Middletown Rental inspection policies and procedures.
- o It is the responsibility of the owner or authorized agent to advise the tenants or lessee of the Delaware landlord tenant code
- o Town of Middletown Billing Department information
 - a. Tenants will need to bring in a photo I.D, and a copy of the lease with tenants name on it for proper verification.
 - b. Tenants will need to pay a \$150.00 meter deposit for electric to be transferred in their name.
- o The Town of Middletown Licensing and Inspections Department reserves the right to change or amend this policy at its discretion.
- o Rental Units must comply with and continue to comply with all ordinances and codes of The Town of Middletown, including but not limited to: Chapter 120 Residential Rental Property code; Chapter 119 Property Maintenance Code; The Delaware State Housing Code; Town of Middletown Zoning Code, and all other applicable codes of the Town of Middletown.