

# Rental Property Inspection Procedures



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709-1315  
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www.middletownde.org  
permits&inspections@middletownde.org

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- Rental inspections are **required** at each change of tenant. 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.
- All registration requirements must be met, all past due bills, fees, and assessments incurred at the property address (and any other owned address) owed to the Town must be paid before the inspection shall be scheduled. (Clean Hands Ordinance 14-11-01)
- Rental inspections are to be called in, and confirmed by 2:30 p.m., to be eligible for the following day's inspection schedule. (This is not a guarantee; all attempts will be made to schedule the inspection for the time requested.)
- For all scheduled rental inspections, there shall be a 15-minute window before and after the scheduled time, to allow for the inspector's arrival.
- Bills will be sent to the owner or authorized agent approved, and on record with the billing department. The owner / authorized agent is responsible for updating billing information and address changes. Owner or authorized agent of record must be present at time of inspection. A rental property authorized agent utility billing change of address form must be submitted to the billing department to change billing information.
- All utility services (electric, gas, and water) must be turned on prior to and operational at time of the scheduled inspection.
- 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. It will be counted as the first inspection.
- The rental inspection fee is \$50 for the first inspection, and it shall be billed to the owner or authorized agent who has been approved, and is on file with the billing department. There is one (1) re-inspection at no charge. Any subsequent re-inspections will be charged a new inspection fee for each inspection until compliance is met.
- 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.
- New rental units that have been issued a Certificate of Occupancy from the Licensing and Inspections Department for newly-constructed building(s) or a newly-renovated building(s) shall be exempt from the required rental inspection for six (6) months from date of issuance, providing the rental unit has not been occupied or altered within this time. The property must still be properly registered. It is the property owner's and authorized agent's responsibility to make sure all rental units comply with the Town of Middletown Rental inspection policies, procedures and checklist.

- It is the responsibility of the owner and/or authorized agent to provide the tenants or lessee with a copy of the Delaware Landlord Tenant Code. (Current version from the Office of the State of Delaware Attorney General)
- All property owners who own two or more rental units, or any agent to perform rental services in the incorporated Town of Middletown must obtain, and retain a Town of Middletown business license.

Chapter 120 - Rental Properties Ordinance - <http://ecode360.com/13832819>

- Town of Middletown Billing Department information:
  - a. Tenants will need to bring in a valid photo I.D, and a copy of the signed current lease with all tenants' name(s) on it for proper verification.
  - b. Tenants will need to pay a \$300 meter deposit for electric to be transferred into their name.
- The Town of Middletown Licensing and Inspections Department, and/or the Town Billing Department reserve the right to change or amend these policies and procedures at their discretion.
- If you have billing questions, you may call 302-378-2711 and ask for the billing department. The rental property authorized agent utility billing change of address form can be e-mailed to [billingdept@middletownde.org](mailto:billingdept@middletownde.org).
- The water and sewer utilities are the responsibility of the property owner, and this bill **will not** be sent to the tenant. The owner, or authorized agent, is responsible for the monthly payment of this bill, providing a rental property authorized agent utility billing change of address form has been submitted to authorize the agent to make payment on the account.
- 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 currently adopted codes of the Town of Middletown.

*The Town of Middletown License and Inspection Department reserves the right to make changes or corrections to this form at their discretion.*

1/5/15