

# OCEAN VIEW GENERAL BUSINESS PROPERTY RENTAL LICENSE APPLICATION

(PLEASE PRINT)

Name of Business renting/leasing property: \_\_\_\_\_

**LOCATION of RENTAL PROPERTY:**

Number: \_\_\_\_\_ Unit: \_\_\_\_\_ Street: \_\_\_\_\_

**PROPERTY OWNER(S):**

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE: RESIDENCE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **EMERGENCY:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**CELL:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

- Have you as current owners previously rented the above property? YES \_\_\_\_\_ NO \_\_\_\_\_
- Have all rental licenses due and owed for prior years, during which any of the current property owners had an ownership interest in the property, been paid in full? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_
- Have you filed the required gross receipts tax forms for the previous year? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

The annual fee for a rental license is \$75.00. Rental licenses run concurrent with the calendar year (January 1st thru December 31st) and renewals are sent to the mailing address provided. A late fee of \$40.00 is assessed for renewals postmarked after the due date of January 1st each year.

Rental Licenses are required for each unit/structure that is rented: e.g.- four units at a single location or in an individual building that are rented to different businesses/individuals require four separate applications for four separate rental licenses.

**I/WE SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION PROVIDED ON THIS RENTAL LICENSE APPLICATION IS TRUE AND CORRECT.**

**Date:** \_\_\_\_\_ **Owner:** \_\_\_\_\_ (Signature)

**INSTRUCTIONS:**

1. Complete **ALL** information requested, date and sign the application before forwarding.
2. Owner or designated party **must** sign the application.
3. Submit completed Rental License Application Form with a check made payable to the TOWN OF OCEAN VIEW in the amount of \$75.00 to:

**Town of Ocean View – Licensing • 201 Central Avenue – 2<sup>nd</sup> Floor • Ocean View, DE 19970**

\*\*\* NOTE: No Rental License will be issued until Rental License fees for all prior years have been paid in full.  
\*\*\* Failure to obtain the required Rental license is a violation of the Town Code and subject to penalties.

**TOWN USE ONLY:**

Date Recv'd: \_\_\_\_\_ Fee Enclosed: \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Recv'd by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ CTM#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*(approval by Town Manager or designee)*

PIDN: \_\_\_\_\_ . \_\_\_\_\_ B.L. for tenant : \_\_\_\_\_ Processed by: \_\_\_\_\_

Invoice # \_\_\_\_\_ Customer ID# \_\_\_\_\_ **GB RENTAL LICENSE#** \_\_\_\_\_