

# Town of Ocean View

Licensing Department ▪ 201 Central Avenue – 2<sup>nd</sup> Floor ▪ Ocean View, DE 19970

Phone: (302) 539-1208 ext: 110, 112, 113 or 121 Fax: (302) 537-5306

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[www.oceanviewde.com](http://www.oceanviewde.com)

## Residential Rental License Application

### LOCATION of RENTAL PROPERTY:

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

Property Owner Name & Mailing Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Realtor/Property Manager (if applicable): \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Name of Current Tenant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have all rental license fees and gross rental receipts taxes, owed for all previous rental years during which the current owners had ownership interest in the property, been paid in full? Yes \_\_\_ No \_\_\_ N/A \_\_\_

**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 or Officer: \_\_\_\_\_

*(signature)*

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. 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.

**A late fee of \$40.00 is assessed for renewals postmarked after the due date of January 1st each year.**

**We accept Visa, MasterCard & AMEX. Credit card transactions are subject to a 3% convenience fee. Please contact our office to make a credit card payment.**

Please submit the completed Rental License Application with a check 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: \_\_\_\_\_

CTM#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ unit \_\_\_\_\_ PIDN: \_\_\_\_\_ . \_\_\_\_\_ Processed by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*(approval by Town Manager or designee)*

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