

TOWN OF OCEAN VIEW

201 CENTRAL AVENUE – 2ND FLOOR • OCEAN VIEW, DE 19970

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Residential Rental License Application

(subject to Ordinance 360, Chapter 93 Licenses, Town of Ocean View)

LOCATION of RENTAL PROPERTY:

Number: _____ Unit: _____ Street: _____

Type of Rental (check one): Seasonal _____ Annual _____ Weekly _____ Other _____

No. of Bedrooms _____ No. of off-street motor vehicle spaces _____ & location _____

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 (if applicable): _____ 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 and we have read and understand the terms of Ordinance 360, Chapter 93 - Licenses to Establish an Occupancy Limit for Rental Properties in the Town of Ocean View, DE:

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) & 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 and a blank copy of your rental property lease agreement with a check payable to the TOWN OF OCEAN VIEW in the amount of \$75.00 to the address in the letterhead.

*** NOTE: Rental License cannot be issued unless applicant is in financial good standing with the Town.

*** 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# _____