



Town of Dewey Beach Application for Residential Rental License
All Rental Properties Must Complete and Return This Form License Year – 4/1/2017-3/31/2018

Due March 15, 2017

TOWN USE ONLY:
Permit Number: _____
Date Issued: _____

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting or leasing rooms, cabins, private houses or apartments by any means, including classified websites shall obtain an annual license for the period which begins April 1st and ends March 31st of each licensing year, for any dwelling in Dewey Beach.

Physical Street Address (must use the correct 911 compliant address):

Complex Name: _____ Unit Number: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Numbers: (home) _____ (cell) _____

Owner's Email: _____

*Emergency Contact Name (local): _____ Phone Number: _____

Real Estate Companies names: _____

Number of Bedrooms: _____ Maximum Occupancy: _____

If you allow your tenant to sublet or sublease, please check here: and initial _____.

For seasonal or long-term rentals, provide tenant contact information:

Renter's Name: _____ Phone: _____

- If you believe your property is exempt from Accommodations Tax, please provide a copy of your year round lease with an initial term of one year or more with this application.
- License Fee is **\$142.00** per unit up to and including 2 bedrooms, **plus \$11.00 for each additional bedroom.**
- The provisions of §117-9 of the Dewey Beach Code of Ordinances concerning suspension or revocation of license apply equally to licensed property owners and licensed tenants who sublet rental units.
- Per Section 112-4 of the Dewey Beach Code of Ordinances, maximum occupancy for the dwelling is limited to a total of two (2) persons per bedroom, plus two (2) in the general living area. Applicants shall not advertise occupancy that exceeds the limits per Section 112-4. Children 5 years of age and younger are not considered occupants for occupancy limits.
- A business license sticker that accompanies the business license certificate must be displayed on the front door or window.

- Inspections per Section 117-4 of the Dewey Beach Code of Ordinances amended December 2015, rental properties may be inspected periodically. Periodic inspections shall be arranged through communication with the Applicant or the Applicant's designated nominee. The Town will make reasonable efforts to conduct inspections when the rental unit (or dwelling) in question is unoccupied. Rental units leased for a period of one (1) year or more shall not be subject to periodic inspections unless sublet for a term of less than one year.
- It is the responsibility of property owners to advise their tenants of the Disorderly Dwelling Ordinance (per Town of Dewey Beach Code §85-1301.A; Disorderly Use of a Dwelling), and to have it posted in the rental house.
- Per Ordinance 737 enacted February 11, 2017 amending Chapter 153 of the Dewey Beach Code, owners of residential property that is the subject of a residential rental license shall contract with the Town's designated vendor for trash and recycling collection services. Minimal service collection frequency shall be twice weekly for trash and once weekly service for recycling from May 1 through September 30 of each year. For any period between September 30 and May 1 of the subsequent year in which such property is rented, owners shall contract with the Town's designated vendor for not less than once weekly trash and recycling services. Additionally, owners of properties offered for rent shall elect and maintain valet service from the Town's designated trash and recycling collection vendor during any period in which trash and recycling collection is required. Valet service is optional for multi-unit residential properties that are using the waste containers maintained by a commercial entity on the property, and for multi-unit residential properties that have arranged a single account for all the residents of the property.

If paying via check, please ensure your check is properly filled out, signed, and made out for the correct amount:

Residential Property Rental:

2 Bedrooms: \$142.00	6 Bedrooms: \$186.00	10 Bedrooms: \$230.00
3 Bedrooms: \$153.00	7 Bedrooms: \$197.00	11 Bedrooms: \$241.00
4 Bedrooms: \$164.00	8 Bedrooms: \$208.00	12 Bedrooms: \$252.00
5 Bedrooms: \$175.00	9 Bedrooms: \$219.00	13 Bedrooms: \$263.00

Amount Remitted for rental license: \$_____

I hereby agree to abide by the Dewey Beach Code as it relates to the rental of my property.

Signature: _____ Date: _____

Please Return To: Town of Dewey Beach
 105 Rodney Avenue
 Dewey Beach, DE 19971
 Phone (302) 227-6363 Fax (302) 227-8319

*Emergency Contact Name (local): An individual designated by the Owner, an Agent of the Owner or local property manager, for the purpose of responding by telephone or in-person to complaints regarding the condition, operation, or conduct of occupants of the Residential Rental, or any agent of the Owner authorized by the Owner to take remedial action and who responds to any violation of this Code.



TOWN OF DEWEY BEACH RESIDENTIAL RENTAL LICENSE SAFETY CERTIFICATION AFFIDAVIT

Anyone who rents their property in Dewey Beach, Delaware, must obtain a Town of Dewey Beach residential rental license. No residential rental license will be issued without completion of this Safety Certification Affidavit.

PROPERTY OWNER NAME(S): _____
 LLC NAME (if applicable): _____
 DEWEY BEACH HOUSE NUMBER AND STREET ADDRESS: _____
 UNIT NUMBER (if applicable): _____
 CONDO/APARTMENT/TOWNHOME NAME (if applicable): _____
 # OF BEDROOMS: _____ OCCUPANCY: _____
 PHONE NUMBER: _____ (cell): _____
 MAILING ADDRESS: _____

For a residential rental license to be issued or renewed by the Town of Dewey Beach, compliance to the following minimal safety related items must be certified by the property owner.

Please initial next to each of the below items to acknowledge that you are currently in compliance.

I certify that I am currently in compliance and will maintain the following:	INITIAL
A minimum of one operational smoke detector shall be placed on each level of the structure, and one smoke detector shall be placed in each bedroom/sleeping quarter. The rental property shall be in compliance with State of Delaware Fire Marshal code (statefiremarshal.delaware.gov).	
Rental property must be in compliance with Delaware Fire Marshal code and must have a minimum of one fire extinguisher.	
Rental property lease and advertisement cannot exceed Town of Dewey Beach occupancy limit	
Address numbers are correct, legible, minimum 4 inches in height, and visible from the street, or otherwise meet United States Postal Service criteria.	
Further, I warrant that the following items are in effect prior to the start of my rental being occupied and will continue to be to the best of my knowledge:	
Per Chapter 138 of the Town of Dewey Beach Code, exterior property areas are maintained in a clean and safe condition	
Egress doors may be readily opened from the interior without the need for keys, special knowledge or effort	
Residential rental license sticker will be placed in a front window, visible from outside	
The Town of Dewey Beach Information Guide provided to you by the Town of Dewey Beach is visibly posted in your rental property	
If you allow your rental property to be subleased, you have indicated so on the rental license application	

Incomplete and/or unsigned Safety Certification Affidavits and residential rental license applications will not be processed. (see reverse side)

Please sign/date and return the residential rental license application, safety certification affidavit and associated fees to:

Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE. 19971

I hereby attest that the above rental property for which a rental license is being sought meets all of the above listed safety related requirements. I understand that in the event of the failure to comply with these requirements that the residential rental license may be revoked and the owner of the property may be subject to a fine and/or penalties.

(PROPERTY OWNER/ APPLICANT SIGNATURE)

(DATE)



**Town of Dewey Beach Application for Rental License
of Commercial Property**

All Owners Must Complete and Return This For License Year – March 1, 2017 to February 28, 2018

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting commercial property shall pay an annual license fee for the period which begins March 1 and ends February 28 of each licensing year.

Physical Street Address: _____

Name of Business: _____

Owner of Commercial Property (Please Print)

Name: _____

Address: _____

Phone Numbers: (Home) _____ (Work) _____

TOWN USE ONLY:
Permit No. _____
Date Issued: _____

Ordinance No. 556, dated December 10, 2005, requires owners of commercial properties who rent to pay a Rental License Fee per the Dewey Beach Municipal Code – Chapter 10, Section 1013(b)1. Any person, partnership, corporation or other business entity that rents or leases commercial property by written or oral contact or arrangement to any other person, partnership, corporation or other business entity shall pay the following license fee:

- Gross square footage per unit 1,000 sq. ft. or less \$ 164.00
- Gross square footage per unit greater than 1,000 sq. ft. and not in excess of 2,000 sq. ft. \$ 218.00
- Gross square footage per unit greater than 2,000 sq. ft. \$ 327.00

Amount Enclosed: \$ _____

Signature: _____ Date: ____/____/2017