



**Town of Dewey Beach Application for Residential Rental License**  
**All Rental Properties Must Complete and Return This Form License Year – 4/1/2018-3/31/2019**

**Due March 15, 2018**

**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 1<sup>st</sup> and ends March 31<sup>st</sup> 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** (per Resolution No. 86, adopted 4/14/07).
- 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, occupancy is limited to 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.
- License Certificate must be obtained and a business license sticker 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.