

Original shown in black. First draft edits shown in BLUE. Second draft edits shown in RED.

Town of Dewey Beach Application for Residential Rental License

License Year May 1, 2022 – April 30, 2023
All Rental Properties Must Complete and Return This Form by April 15th

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 May 1st and ends April 30th of each licensing year, for any dwelling in Dewey Beach.

Please provide the following:

Property Address (must use 911-compliant address): _____

Complex Name: _____ Unit No: _____

Owner's Name: _____ LLC: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Secondary: _____

Owner's Email: _____

Emergency Contact*: _____ Phone Number: _____

Property Management Company: _____

**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.*

Seasonal/Longterm Rentals (Complete if Applicable):

Tenant Name: _____ Phone Number: _____

Do you allow your tenant to sublet/sublease? Yes No Initial Here: _____

If you believe your property is exempt from accommodations tax, please include with this application a copy of your year-round lease with an initial term of one year or more.

Occupancy & Payment (Choose the number of bedrooms in the rental property):

Select Number of Bedrooms in Property:

1 – 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

Enter Total Due From Above*: _____

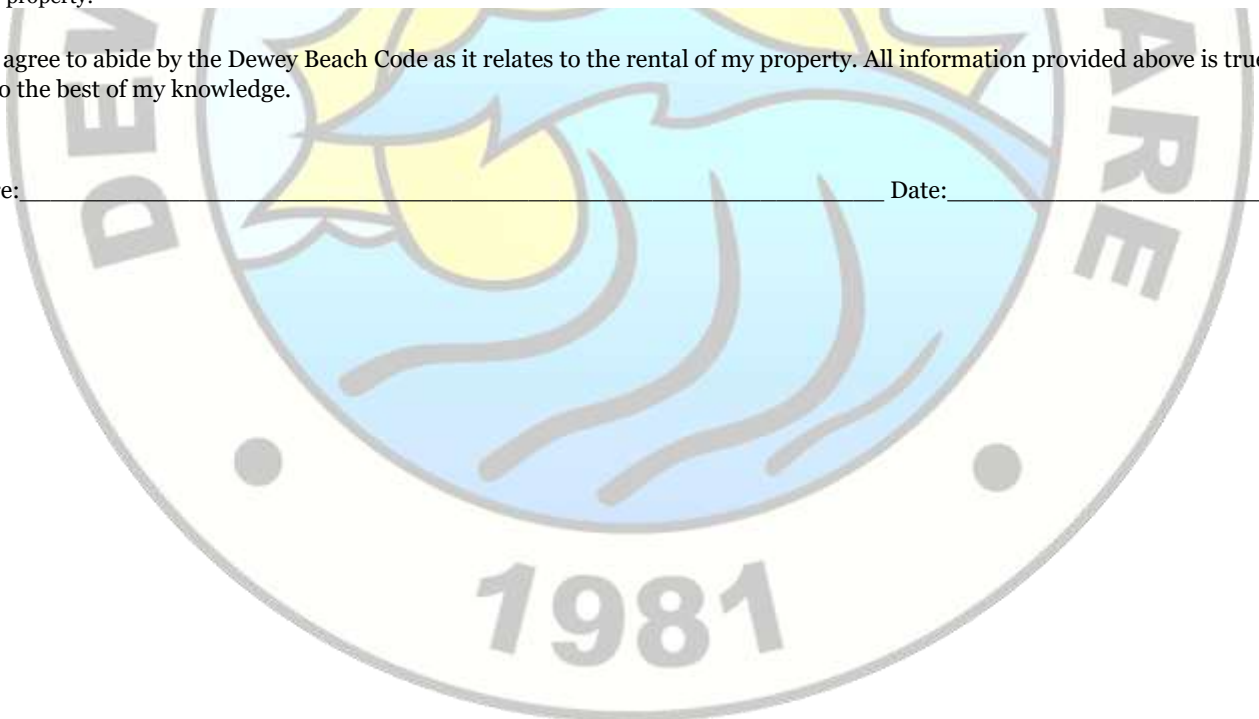
**Your application will not be accepted without payment. Checks should be made payable to The Town of Dewey Beach. You may also complete this form and payment online at www.townofdeweybeach.com.*

Rules & Restrictions:

- In October of 2021, the Dewey Beach Town Council voted to change the rental license year from April 1st - March 31st, to **May 1st - April 30th** (referenced in Ordinance 775). 2021 Rental Licenses will remain active through April 30, 2022. Please apply for your 2022-2023 Dewey Beach Rental License by April 15, 2022.
- Rental properties in Dewey Beach are subject to an Accommodations Tax. If you believe your property is exempt from Accommodations Tax, please include a copy of your year round lease with an initial term of one year or more.
- If you own multiple properties in Dewey Beach, please submit a separate form and payment for each.
- After your application and payment is accepted, a license and sticker will be mailed to the address provided on your 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 4/14/2007).
- The provisions of §117-9 of the Dewey Beach Town Code concerning suspension or revocation of license apply equally to licensed property owners and licensed tenants who sublet rental units.
- Per §112-4 of the Dewey Beach Town Code, occupancy is limited to two persons per bedroom, plus two 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.
- Per §117-4 of the Dewey Beach Town Code 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 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 (§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 Town 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 for recycling from May 1st - September 30th of each year. For any period between September 30th and May 1st 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.

I hereby agree to abide by the Dewey Beach Code as it relates to the rental of my property. All information provided above is true and correct to the best of my knowledge.

Signature: _____ Date: _____



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. Incomplete or unsigned affidavits and applications will not be processed.

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

By initialing next to each item, you certify that you are currently in compliance and will maintain the following:

<p>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). Per manufacturer requirements, a minimum of one smoke detector has been installed on each level of the structure and inside each separate bedroom/sleeping quarter.</p>	
<p>In existing dwellings that have attached garages or which fuel-fired appliances exist, operational carbon monoxide alarms are installed outside each separate sleeping area in the immediate vicinity of bedrooms (<i>Sussex County Requirement: https://sussexcountyde.gov/single-family-projects</i>).</p>	
<p>Rental property must be in compliance with Delaware Fire Marshal code and must have a minimum of one fire extinguisher. Rental property must be in compliance with Delaware Fire Marshal code and must have a minimum of one fire extinguisher, charged, and not expired. Each rental property has a minimum of one operational fire extinguisher, fully charged, maintained per manufacturer requirements and visible in a designated location.</p>	
<p>Rental property lease and advertisement cannot exceed Town of Dewey Beach occupancy limit. Rental property lease and advertisement does not exceed Town of Dewey Beach occupancy limit.</p>	
<p>Address numbers are correct, legible, minimum 4 inches in height, and visible from the street, or otherwise meet United States Postal Service criteria. As assigned by Sussex County, emergency 911 numbers are posted, correct, minimum of 4" color contrasting reflective numbers, and visible day and night.</p>	
<p>Per Chapter 138 of the Town of Dewey Beach Code, exterior property areas are maintained in a clean and safe condition.</p>	
<p>Egress doors may be readily opened from the interior without the need for keys, special knowledge, or effort. Egress doors have locks and may be readily opened from the interior without the need for keys, special knowledge, or effort. Windows have locks and can be fully opened and closed. Egress doors have locks and are easily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort. Other than a fixed window, all windows are lockable, capable of being fully opened and held in position by operational window hardware.</p>	
<p>Carpet and floor surfaces are tacked down and free of trip hazards. All carpet and floor surfaces designed to be fixed to the flooring below are secured to the floor below and free of any tripping hazard.</p>	
<p>Electrical outlets and light switches are functional and have cover plates. Outlets in kitchens and baths use appropriate GFCI. Individual circuits are not connected to more load than their rating (ex. Window AC units). Overhead lighting is operational. Electrical equipment, wiring and appliances are properly installed and maintained per manufacturer specifications. All kitchen and bath receptacles have ground fault circuit interrupter (GFCI) protection and have the appropriate faceplate cover. Flexible cords are not used for permanent wiring by running through doors, windows, cabinets or concealed within walls, floors, or ceilings. Electrical switches and appliances that have been exposed to water or fire have been replaced in accordance with prevailing Building, Electrical, and Plumbing Codes.</p>	
<p>Appliances, HVAC, and hot water are in safe and operable condition. Dryers are properly vented to exterior. All mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking and water heating appliances are properly installed per manufacturer specification and maintained in a safe working condition, capable of performing the intended function. Dryers are properly vented to the exterior of the structure and maintained free of obstructions.</p>	
<p>Unit is not subject to water intrusion from roof or otherwise. NO signs of visible mold inside property. The roof and flashing are sound, tight, does not admit rain and is adequate to prevent dampness or deterioration to interior portions of the structure. Siding is weather resistant and watertight. No visible signs of mold inside of property.</p>	
<p>Unit is free of pest or vermin infestation.</p>	

<p>Exterior decks and stairs are in good condition with no rotting material and have appropriate railings that are secure. Ledger board is securely attached to house. No rusted or loose screws, nails, or fasteners. "Nail pops" are fixed. Deck is cleaned of mold.</p> <p>All exterior stairs, decks, balconies, porches, and similar structural members, including guards and handrails, are structurally sound, in good repair, free of deterioration and mold, properly anchored and capable of supporting all imposed loads.</p>	
<p>All exterior lighting is operable, and at least one exterior light is provided at each entrance. Sidewalks and driveways are free of trip hazards.</p> <p>Each entrance to the dwelling and exterior stairways are illuminated by an artificial light source. All exterior lighting is operable and controlled from inside the dwelling unless continuously illuminated or automatically controlled.</p>	
<p>Residential rental license sticker will be placed in a front window or door, visible from the outside.</p> <p>Once issued, the current residential rental license stickers will be placed in a front window and visible from the roadway. All prior residential rental license stickers will be removed.</p>	
<p>The Town of Dewey Beach Information Guide is visibly posted in your rental property (copies available at Town Hall or www.townofdeweybeach.com).</p>	
<p>If you allow your rental property to be subleased, you have indicated so on the rental license application.</p>	
<p>If you are unsure about any aspect of this checklist or the health and safety of your rental property, the town recommends you hire a professional inspector.</p>	

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.

Signature: _____ Date: _____

