

Town of Ocean View

Licensing Department • 201 Central Avenue – 2nd Floor • Ocean View, DE 19970

Phone: (302) 539-1208 Ext: 110 or 115 Fax: (302) 537-5306

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www.oceanviewde.com

General Business Property Rental License Application

Name of Business renting/leasing property: _____

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 #: _____

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 \$150.00. 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.

**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.**

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

Please submit the completed Rental License Application with a check payable to the TOWN OF OCEAN VIEW in the amount of \$150.00 to:

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*** 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: _____

PIDN: _____ Approved by: _____ Date: _____

(approval by Town Manager or designee)

Invoice # _____ Customer ID# _____ **RENTAL LICENSE#** _____