

# Town of Ocean View

Licensing Department ▪ 201 Central Avenue – 2<sup>nd</sup> Floor ▪ Ocean View, DE 19970

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[www.oceanviewde.gov](http://www.oceanviewde.gov)

## Real Estate Agent Business License Application

Applicant Name: \_\_\_\_\_ Sales:  Rentals:  Both:   
(please check applicable)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone - Cell/Other: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Physical Address: \_\_\_\_\_  
(if different from mailing address)

Phone – Business: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Please note:** If the agency is not already licensed with the Town, they will be required to obtain an Ocean View business license.

The annual fee for a Real Estate Agent (Sales and/or Rental) business license is \$100.00. This license runs concurrent with the calendar year (January 1<sup>st</sup> thru December 31<sup>st</sup>) and renewals are sent to the mailing address provided. A late fee of \$40.00 is assessed for required renewals postmarked after the due date of January 1<sup>st</sup>.

*I/WE swear or affirm under penalty of perjury that all of the information provided on this Real Estate Agent business license application is true and correct and that the business will be operated in compliance with the CODE of the Town of Ocean View.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

### INSTRUCTIONS:

1. Complete **ALL** information requested, sign, and date the application before forwarding.
2. Submit completed R.E. Agent Business License Application Form(s) and agent's DE Professional License along with a check made payable to the TOWN OF OCEAN VIEW in the amount of \$100.00 to:

**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.

**Town of Ocean View – Licensing • 201 Central Avenue – 2<sup>nd</sup> Floor • Ocean View, DE 19970**

\*\* Failure to obtain the required R.E. Agent Business 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: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(approval by Town Manager or designee)

Invoice # \_\_\_\_\_ Customer ID: \_\_\_\_\_ R.E.A. BUSINESS LICENSE # \_\_\_\_\_