

# TOWN OF OCEAN VIEW

201 CENTRAL AVENUE • OCEAN VIEW, DE 19970

Phone: (302) 539-1208 ext.: 110 & 115 • Fax: (302) 537-5306 • [licenses@oceanviewde.gov](mailto:licenses@oceanviewde.gov) • [www.oceanviewde.gov](http://www.oceanviewde.gov)

## Residential Rental License Application

**(subject to Ordinance 365, Chapter 93 Licenses, Town of Ocean View)**

### LOCATION of RENTAL PROPERTY:

Number: \_\_\_\_\_ Unit: \_\_\_\_\_ Street: \_\_\_\_\_

Type of Rental (check one): Seasonal \_\_\_\_\_ Annual \_\_\_\_\_ Weekly \_\_\_\_\_ Other \_\_\_\_\_

No. of Bedrooms \_\_\_\_\_ No. of off-street motor vehicle spaces \_\_\_\_\_ & location \_\_\_\_\_

Owner Name & Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Manager (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Other Service Co. (ex. Cleaning) (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Current Tenant (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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 and we have read and understand the terms of Ordinance 365, Chapter 93 - Licenses to Establish an Occupancy Limit for Rental Properties in the Town of Ocean View, DE:**

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) & 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.

"The property owner shall limit their rental occupants to one (1) motor vehicle parking space (not to include a recreational vehicle) for each bedroom as shown in the property assessment records of the Town with all off street parking available to the rental property utilized first and parking limitations enunciated in rental leases and all other communication with tenants."

**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 and a blank copy of your rental property lease agreement with a check payable to the TOWN OF OCEAN VIEW in the amount of \$150.00 to the address in the letterhead.**

\*\*\* NOTE: Rental License cannot be issued unless applicant is in financial good standing with the Town.

\*\*\* 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# \_\_\_\_\_