



TOWN OF MILLVILLE
 36404 Club House Road, Millville, DE 19967
 TEL (302) 539-0449 FAX (302) 539-0879
 www.millville.delaware.gov

RENTAL LICENSE APPLICATION

Chapter 90-Licenses states that renting or offering to rent residential and/or commercial units requires a rental license for each unit.

INSTRUCTIONS:

1. Complete and sign this application and submit along with a check payable to the TOWN OF MILLVILLE for the amount applicable (see #3 below) plus any applicable late fee to the address above. **IF NONE OF YOUR INFORMATION HAS CHANGED, YOU ONLY NEED TO FILL OUT THE REALTOR'S NAME, SIGN AND DATE AT THE BOTTOM AND SUBMIT APPLICATION WITH CHECK TO THE TOWN.**
2. Please review Chapter 90-Licenses on our website for complete licensing information.
3. **FEE SCHEDULE PER UNIT:** Annual Rental License \$50.00
 License applied for after November 1st \$25.00
 Late fee if received after June 1st \$25.00
4. Rental licenses run concurrent with the Town's fiscal year - May 1st thru April 30th. Renewal applications are automatically mailed out May 1st to the mailing address provided by the applicant and are by due June 1st.
5. As per the Town's Clean Hands Policy, owners with unpaid property taxes or Gross Rental Receipt (GRR) taxes will not be issued a rental license until the account is current. For complete information, visit our website -Chapter 10 Clean Hands Policy and Chapter 142: Article III for GRR Taxes.
6. Renting or offering to rent without obtaining the required rental license is in violation of the Town Code and subject to penalties.

| RENTAL PROPERTY OWNER | | | |
|---|--------------------------------------|-------------------------------------|--|
| OWNER'S NAME | | | |
| MAILING ADDRESS | | | |
| PHONE | | EMERGENCY PHONE | |
| EMAIL | | | |
| TYPE OF RENTAL | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | WILL PROPERTY BE OFFERED FOR RENT THIS YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO |
| HAS THE PROPERTY BEEN PREVIOUSLY OFFERED FOR RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| HAVE YOUR FILED THE REQUIRED GROSS RENTAL RECEIPT TAX (GRR) FORMS FOR THE PRIOR YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |

| RENTAL PROPERTY LOCATION | | | |
|---------------------------------------|--|---------------|------------------------------------|
| COMMUNITY | | TMP# | 134-____.____-____.____ Unit #____ |
| ADDRESS | | | |
| REAL ESTATE AGENCY (If Applicable) | | AGENT NAME | |
| PHONE | | EMAIL | |

I will comply with the provisions of Chapter 90 of the Town of Millville Code entitled "Licenses" which can be found on our website. I swear or affirm under penalty of perjury that all of the information provided on this application is true and correct.

Applicant's Signature: _____ Date: _____

| TOWN OFFICIAL USE ONLY | |
|-------------------------------|---|
| I 18 - _____ | L 18 - _____ |
| Received By: _____ | Amount: \$ _____ Check# : _____ Date: _____ |
| Town Official Approval: _____ | Date: _____ |