



**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) to the address above.
2. Please review Chapter 90-Licenses on our website for complete licensing information.
3. **FEE SCHEDULE PER UNIT:** Annual Rental License \$50.00  
 Late fee if received after June 1<sup>st</sup> \$25.00
4. Rental licenses run concurrent with the Town's fiscal year - May 1<sup>st</sup> thru April 30th. Renewal applications are automatically mailed out May 1<sup>st</sup> to the mailing address provided by the applicant and are by due June 1<sup>st</sup>.
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 online or with a real estate agent 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
OFFERING	<input type="checkbox"/> WEEKLY	<input type="checkbox"/> ANNUALLY	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	
*HAS THE RENTAL BEEN REGISTERED WITH THE COMMUNITY HOA? <input type="checkbox"/> YES <input type="checkbox"/> NO			

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 affirm under penalty of perjury that all of the information provided on this application is true and correct.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TOWN OFFICIAL USE ONLY</b>	
I - _____	L - _____
Received By: _____	Amount: \$ _____ Check# : _____ Date: _____
Town Official Approval: _____	Date: _____