



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

DATE RECEIVED: \_\_\_\_\_

FEE: \_\_\_\_\_

## COMMERCIAL RENTAL LICENSE APPLICATION

### INSTRUCTIONS :

- Please review Chapter 90-Licenses and Chapter 10-Clean Hands Policy on our website for complete licensing information.
- FEE SCHEDULE PER UNIT:**  
 Annual Rental License.....\$50.00  
 Annual Rental License if purchased after November 1<sup>st</sup>.....\$25.00  
 If purchased after March 31<sup>st</sup>.....\$12.50  
**NOTE: Late Fee applied if owner is invoiced, and invoice is not paid by June 1<sup>st</sup>.....\$25.00**
- Rental licenses run concurrent with the Town's fiscal year - May 1<sup>st</sup> thru April 30<sup>th</sup>. Renewal invoices are *automatically* mailed out on or about May 1<sup>st</sup> to the mailing address provided by the applicant and are due by June 1<sup>st</sup>.
- Renting or offering to rent without obtaining the required rental license for each unit is in violation of the Town Code and subject to penalties.*
- If you will not be renewing your business license for the next fiscal year, it is important to contact us at 302-539-0449 or email: millville@mvtown.com and let us know.**
- ALL INFORMATION BELOW MUST BE COMPLETED OR APPLICATION WILL NOT BE PROCESSED.**

OWNERS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WILL PROPERTY BE OFFERED FOR RENT THIS YEAR? YES  NO

OFFERING  SEASONALLY  ANNUALLY

HAS THE PROPERTY BEEN PREVIOUSLY OFFERED FOR RENT? YES  NO

HAVE YOU FILED THE REQUIRED GROSS RENTAL RECEIPT TAX (GRR) FOR THE PRIOR YEAR?

YES  NO

### **COMMERCIAL RENTAL PROPERTY LOCATION**

TMP# (Tax, Map, Parcel) #134 - \_\_\_ - \_\_\_ - \_\_\_ Unit # \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

TENANT: \_\_\_\_\_

REALTOR / NAME (if applicable): \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I/We swear or affirm under penalty of perjury that all the information provided on this application is true and correct and have read and understand the terms of Chapter 90-Licenses and Chapter 10-Clean Hands Policy.

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

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