



TOWN OF MILLVILLE  
36404 Club House Road, Millville, DE 19967  
TEL (302) 539-0449  
<https://millville.delaware.gov>

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

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

## RESIDENTIAL RENTAL LICENSE APPLICATION

### INSTRUCTIONS:

- Please review Chapter 90-Licenses and Chapter 10-Clean Hands Policy on our website for complete 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 applications 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 residential rental license for the next fiscal year, it is important to contact us at 302-539-0449 or email: [jsimpson@mvtown.com](mailto:jsimpson@mvtown.com) and let us know.**
- ALL INFORMATION BELOW MUST BE COMPLETED OR APPLICATION WILL NOT BE PROCESSED.**

OWNER'S NAME: \_\_\_\_\_

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

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

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

WILL PROPERTY BE OFFERED FOR RENT THIS YEAR? ☐ YES ☐ NO

OFFERING: ☐ WEEKLY ☐ SEASONAL/VACATION ☐ ANNUALLY

HAS THE RENTAL UNIT BEEN REGISTERED WITH THE COMMUNITY HOA? ☐ YES ☐ NO

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

### RESIDENTIAL RENTAL PROPERTY LOCATION

COMMUNITY: \_\_\_\_\_ TMP# 134 - \_\_\_\_ . \_\_\_\_ - \_\_\_\_ . \_\_\_\_ Unit # \_\_\_\_\_

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

NO. OF BEDROOMS: \_\_\_\_\_ REALTOR/AGENT: \_\_\_\_\_

NO. OF OFF-STREET PARKING SPACES: \_\_\_\_\_ LOCATIONS: \_\_\_\_\_

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

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

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

**TOWN OFFICIAL USE ONLY**

Cust ID: \_\_\_\_\_ I - \_\_\_\_\_ L - \_\_\_\_\_

Received By: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check#: \_\_\_\_\_ Date: \_\_\_\_\_

Town Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**To Property Owners Requesting a Fiscal Year 2025 Residential Rental License:**

Please be advised that the Mayor and Council of the Town of Millville updated Chapter 90-Licenses in relationship to Parking Requirements and Information Provision. These changes were made following consideration and discussions at a Town Council Meeting of ways to address complaints related to overcrowding and disruptive actions at some rental homes.

The new Ordinance changes are more specifically as follows:

**New Section 90-20 Residential rental requirements:**

**A. The property owner shall use reasonable business practices to ensure that the occupants and guests of a residential rental complies will all applicable codes concerning fire, building, health and safety, zoning, and all other relevant laws.**

**B. The overnight occupancy of a residential rental shall not exceed the sum of two persons per bedroom plus an additional two persons. Children under the age of six years shall not be counted towards the overall number of occupants.**

**C. The property owner shall use reasonable business practices to ensure that the occupants and guests of the residential rental do not create unreasonable noise disturbances, engage in disorderly conduct, or violate provisions of the Code or any applicable law of the State of Delaware.**

**D. The property owner shall limit their rental occupants to one (1) motor vehicle parking space (not to include a recreational vehicle) unless the community's Homeowner's Association allows for residents and property owners to park on their community streets, for each bedroom as shown in the property records of the Town, with all off street parking available to the rental property utilized first. The property owner shall include the parking limitations set forth in this Section in any rental agreement and all other communications with tenants.**

**E. The property owner shall provide adequate waste and recycle services.**

Applicants are required to submit the following at the time of each annual Residential Rental License Application:

- 1. For seasonal/vacation rentals, a copy of the blank rental property lease agreement that owner intends to utilize for the application year which clearly states the limit of one motor vehicle parking space per bedroom and where applicable, the number of off-street spaces available to the rental property.**
- 2. The proposed location of parking for rental tenants will be noted on the application.**
- 3. The number of bedrooms (which will be checked against our property records) will be required to be included on the application.**