



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

DATE RECEIVED: \_\_\_\_\_  
 OR STAMP

## RESIDENTIAL RENTAL LICENSE APPLICATION – PER UNIT

- Please review Chapter 90-Licenses and Chapter 10-Clean Hands Policy on our website for complete information.
- **FEE SCHEDULE:** (Check box you are paying)

- Annual Rental License** ... (NOTE: Late fee \$25 applied if invoiced & not paid by June 1<sup>st</sup>) ..... **\$50.00**
- If purchased after November 1<sup>st</sup>** ..... **\$25.00**
- If purchased after March 31<sup>st</sup>** ..... **\$12.50**

- **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. **Property Owners of weekly & seasonal/vacation rentals MUST provide their DE Accommodations Intermediary Business License or link to license third party accommodations/intermediaries (AirBNB, VRBO, etc.) before a rental license can be issued. Questions, contact JSimpson@mvtown.com.**
- **If you will not be renewing your rental license, please contact 302-539-0449 or email: jsimpson@mvtown.com**
- **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:** \_\_\_\_\_

*See Other Side for More Information Regarding Rental Licenses →*

**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 Residential Rental License:**

**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.
4. For seasonal/vacation & weekly rentals, you ***MUST*** provide a copy of your Delaware Accommodations Intermediary Business License.