



CITY OFFICIAL WILL COMPLETE THIS SECTION

RENTAL ID #: _____

CUSTOMER ID #: _____

GRRT PAID: YES NO

AMOUNT PD: \$ _____

HAS LICENSE BEEN REVOKED? YES NO

ARE THERE OUTSTANDING CITY TAXES OR FEES ON THIS PROPERTY? YES NO

RESIDENTIAL RENTAL LICENSE APPLICATION

Every section of this application must be completed.

All residential rentals are subject to a 5% Gross Receipt Rental Tax (GRRT) that is due February 1st of the following calendar year. The tax due is based on the gross receipts received in the preceding calendar year.

ADDRESS OF RENTAL: _____ MAP & PARCEL #: 335 - _____ - _____

WILL THIS PROPERTY AT ANY POINT DURING THE CALENDAR YEAR BE RENTED FOR 30 DAYS OR LESS?

YES – THIS IS A SHORT-TERM RENTAL

NO – THIS IS A LONG-TERM RENTAL

IS THIS RENTAL OWNER-OCCUPIED: YES NO

NUMBER OF RENTAL UNITS ON PROPERTY: _____

OF BEDROOMS: _____

MAXIMUM OCCUPANCY: _____

*THE MAXIMUM NUMBER OF OVERNIGHT OCCUPANTS SHALL NOT EXCEED THE SUM OF TWO PERSONS PER BEDROOM PLUS AN ADDITIONAL TWO PERSONS. CHILDREN AGE 12 AND YOUNGER ARE NOT CONSIDERED IN THIS NUMBER.

APPLICANTS NAME: _____ ARE YOU THE LEGAL OWNER: YES NO

LEGAL NAME OF PROPERTY OWNER: _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL ADDRESS: _____

ALL RESIDENTIAL RENTALS MUST IDENTIFY A CONTACT PERSON THAT CAN BE REACHED 24 HOURS A DAY AND PHYSICALLY RESPOND TO THE RENTAL WITHIN TWO HOURS.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO NOTIFY THE CITY OF ANY CHANGES TO THE LOCAL CONTACT PERSON.

NAME OF LOCAL CONTACT: _____ CELL PHONE #: _____

EMAIL ADDRESS: _____ LAND LINE #: _____

DOES A PROPERTY MANAGEMENT COMPANY MANAGE THIS RENTAL? YES NO

IF YES, NAME OF THE PROPERTY MANAGEMENT COMPANY _____

DOES THE PROPERTY OWNER MANAGE THIS RENTAL? YES NO

DOES THE PROPERTY OWNER ADVERTISE THIS RENTAL ON A ONLINE WEBSITE PORTAL SUCH AS AirBNB, VRBO, ETC.? YES NO

IF YES, NAME OF ONLINE WEBSITE PORTAL _____

PROPERTY OWNER SIGNATURE

DATE

PAYMENT MUST ACCOMPANY COMPLETED RENTAL LICENSE APPLICATION

RENTAL LICENSE FEE: \$200 PER YEAR

VISA, MASTERCARD, AND DISCOVER ARE ACCEPTED

CREDIT CARD #: _____ CARD EXPIRATION DATE: _____

VERIFICATION CODE: _____ NAME AS IT APPEARS ON THE CARD: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

PHONE #: _____ EMAIL ADDRESS: _____

PAYMENT MADE BY: CASH (DO NOT SEND CASH IN THE MAIL) CHECK # _____

COMPLETED APPLICATIONS WITH PAYMENT CAN BE MAILED TO CITY OF LEWES LICENSING, PO BOX 227, LEWES, DELAWARE 19958 OR EMAILED TO LICENSING@CI.LEWES.DE.US.

APPLICATIONS RECEIVED THROUGH EMAIL WILL NOT BE PROCESSED UNTIL FULL PAYMENT IS RECEIVED.

THE PLANNING AND BUILDING DEPARTMENT MANAGE RENTAL LICENSING AND CAN BE REACHED AT 302-645-7777 EXT. 124.

THE PROPERTY OWNER(S) ATTESTS TO THE FOLLOWING:

- This rental property has valid/current insurance as required by State law.
- This rental property is not subject to any contractual restrictions precluding its use as a rental, including but not limited to homeowner association agreements, condominium bylaws, or restrictive covenants.
- This rental property meets all applicable building, health, fire, and related codes as well as:
 - Has working smoke detectors in every bedroom, outside of all sleeping area, and on all habitable floors.
 - Has working carbon monoxide detectors in every dwelling unit with an attached garage or fuel appliance.
 - Has a properly maintained and charged fire extinguisher.
 - Has ground fault circuit interrupter (GCFI) receptacles within 6 feet of the outside edge of any sink.
- I allow City of Lewes Planning and Building Department officials access to inspect the property to confirm these requirements are being met.
- This rental property meets all applicable requirements of the zone in which this rental is located.
- This rental property address numbers are clearly visible from the street.
- This rental property is not being operated outdoors, in an accessory structure to include detached garages and carriage houses, in a recreational vehicle, or in any non-residential structure.
- This rental property will not host commercial events.
- The identified local contact for this rental property is available 24 hours a day 7 days a week and is able to respond to all questions and/or concerns within 2 hours.
- All city property taxes, city gross receipts rental tax, city fees, state taxes and federal taxes in connection with this rental property have been paid.
- Any advertising about this rental property shall include the city assigned rental license identification number.
- The following information is to be easily and readily available to all tenants of my rental property:
 - Physical address of property
 - Allowed maximum occupancy
 - Location of off-street parking availability
 - Name and phone number of local contact person who is available 24 hours per day and who is physically able to respond to the rental upon request within two hours
 - Emergency contact numbers
 - Telephone number of the City of Lewes Planning and Building Department (302-645-7777 ext. 124) and Lewes Police Department (302-645-6264)
 - Current refuse collection schedule
 - Current *'Good Neighbor'* brochure to include a city evacuation route
- Ensure all refuse collection containers are placed at the curb by 6 AM on scheduled collection days and removed from the curb with 24 hours of collection.
- I shall maintain rental activity records and provide these records to the city with remittance of the GRRT. Rental activity records include number of guests, booking dates, rental income, and taxes remitted.
- Maintain rental property in accordance with the following city codes:
 - Chapter 106 Garbage, Trash, and Refuse
 - Chapter 132 Noise
 - Chapter 167 Sidewalk Maintenance
- Ensure tenants comply with provisions of any city, county, state, or federal disaster or emergency evacuation orders.
- Understand that a rental license renewal is required where the property owner will need to attest to standards.
- Understand that any fraud, material misrepresentations, or false statements contained in these attestations, required documentation, or correlating application materials shall be grounds for immediate revocation of a rental license.
- Understand that all the requirements stated on this application shall be continuously maintained throughout the duration of the license.

I hereby certify, under penalty or perjury, that the above rental property for which a rental license is being sought meet all the above statements. I further understand that in the event of the failure to comply with these requirements is determined after the issuance of a rental license that the license shall be revoked for a 12-month period and the owner of the property may be subject to fines and/or penalties.

SIGNATURE

DATE