

2012 RENTAL HOUSING BUSINESS LICENSE APPLICATION

THE CITY OF NEW CASTLE
900 WILMINGTON ROAD
NEW CASTLE, DE 19720-3638



To obtain your rental housing business license for the City of New Castle for Calendar 2012, **please complete the following** information and return it to the City at the address above, along with your payment. Incomplete applications will not be processed, so please fill in all information required. Any change of ownership of a rental unit must be reported to the Department of Public Services within one week.

Fees: Owners of rental properties - a flat fee of \$ 50.00 per year for each dwelling unit.

On-site inspections are required for each vacant dwelling unit, prior to occupancy by the new tenant, to assure the dwelling unit is in compliance with City Code, and **inspections are also required every two years** regardless of tenant change.

Violation of this section of the Code shall be punishable by fine of not less than one hundred dollars (\$100.00) per dwelling unit. Each day that a rental property is not licensed shall be considered a separate offense with a maximum limit of 10 days.

Any questions about the license application, or with other permit requirements can be answered by stopping in, between 8:30 and 4:30 weekdays at the Building Department Office located at 900 Wilmington Road, or by calling 322-9813.

PLEASE SIGN AND DATE THIS APPLICATION AND RETURN IT WITH YOUR CHECK MADE PAYABLE TO: THE MAYOR & COUNCIL OF NEW CASTLE.

Name of Lessor, if not an individual: _____

Name of property owner: _____

Owner's phone number: _____

Mailing address of owner: _____

Physical address of owner (if different from mailing): _____

Name of agent, if any: _____

Agent's phone number: _____

Mailing address of agent: _____

Physical address of agent (if different from mailing): _____

Name of property responsible party, other than owner: _____

Responsible party's phone number: _____

Mailing address of responsible party: _____

Physical address of responsible party (if different from mailing): _____

Property/tenant information & number of rental units at each address

(use form on back and attach additional sheets if necessary):

License fee due (for units above): \$ _____

Applicant's Signature: _____

Date: _____

FOR OFFICE USE ONLY:

License fee due for number of units/properties above: \$ _____

License Number Issued: _____

Unit Street Address	Number of Dwelling Units at this address	Number of Bedrooms in each Dwelling Unit	Area of each Dwelling Unit	Number of Tenants in each Dwelling Unit	Names of Occupying Tenants or a Statement that the unit is Vacant*

*Submit names and numbers of new tenants within 30 days of new occupancy.