



**City of New Castle
 220 Delaware Street
 New Castle, DE 19720
 (302)322-9801**

RENTAL HOUSING BUSINESS LICENSE APPLICATION

LANDLORD NOTICE → The City of New Castle is implementing a new, more efficient, system to track Rental Housing Licenses beginning with calendar year 2019; it is our goal to require less reporting and redundancies in the future. Please complete all information, and return to the City at the address above with your payment of \$50.00 per dwelling unit. This process may also be completed online at www.newcastlecity.delaware.gov. Incomplete forms will not be processed and will assess a late fee.

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. Inspections may also be required every two years regardless of tenant change, at the city's discretion.

***Application effective for calendar year _____**

Owner:

Name of property owner: _____

Owner's phone number: _____

Owner's email address: _____

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: _____

Fees:

Total number of dwelling units (from page two): _____

License fee due (Total units x \$50.00): _____

Applicant's Signature: _____

Date: _____

******PLEASE COMPLETE BACK PAGE**



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Street Address of Rental Property	Parcel Number of Rental Property	New Rental?	Renewal?	Number of Dwelling Units at this address	How are units identified? ie: 1,2,3 or A,B,C	For office use: Zoning/JB ✓	For office use: Inspection Scheduled

*Submit changes within 30 days of new occupancy.