Residential Rental License Application Form

License Year May 1, 2026 – April 30, 2027

For any dwelling in the Town of Dewey Beach, any person, firm, or corporation engaged in renting or leasing rooms, cabins, private houses or apartments by any means (including classified websites), must obtain a rental license.
A separate form must be completed for each rental unit.

Property Address (must use 911-compliant address):_____

Complex Name:_____ Unit No:_____

Owner's Name:_____LLC:_____

Owner's Mailing Address:_____

Owner's Phone Number:_____Secondary:_____

Owner's Email:_____

Emergency Contact*:_____ Phone Number:_____

Property Management Company:_____

**An individual designated by the Owner, an Agent of the Owner or local property manager, for the purpose of responding by telephone or in person to complaints regarding the condition, operation, or conduct of occupants of the Residential Rental, or any agent of the Owner authorized by the Owner to take remedial action and who responds to any violation of this Code.*

Seasonal/Longterm Rentals (Complete if Applicable):

Tenant Name:_____ Phone Number:_____

Do you allow your tenant to sublet/sublease? ☐ Yes ☐ No Initial Here: _____

If you believe your property is exempt from accommodations tax, please include with this application a copy of your year-round lease with an initial term of one year or more.

Occupancy & Payment (Choose the number of bedrooms in the rental property):

Select Number of Bedrooms in Property:

☐ 1 – 2 Bedrooms: $250.00	☐ 6 Bedrooms: $330.00	☐ 11 Bedrooms: $430.00
☐ 3 Bedrooms: $270.00	☐ 7 Bedrooms: $350.00	☐ 12 Bedrooms: $450.00
☐ 4 Bedrooms: $290.00	☐ 8 Bedrooms: $370.00	☐ 13 Bedrooms: $470.00
☐ 5 Bedrooms: $310.00	☐ 9 Bedrooms: $390.00	☐ 14 Bedrooms: $490.00
	☐ 10 Bedrooms: $410.00	☐ 15 Bedrooms: $510.00

Enter Total Due From Above*:_____

Occupancy is limited to two persons per bedroom, plus two in the general living area. Children 5 years of age and younger are not considered in this number. Applicants shall not advertise occupancy that exceeds these limits.

Your application will not be accepted without payment. Make checks payable to
The Town of Dewey Beach and mail to 1505 Coastal Highway, Dewey Beach, DE 19971.
Credit Card payments are accepted with an added 3% convenience fee.
You may also complete this form and provide payment online at www.townofdeweybeach.gov.

THE PROPERTY OWNER ATTESTS TO THE FOLLOWING:

- The rental property meets all applicable building, health, fire and related code including:
  - Address numbers, as assigned by Sussex County, are a minimum of 4" in height, color contrasting with the background, and visible day and night.
  - A minimum of one operational smoke detector on each level of the structure, and one smoke detector in each bedroom/sleeping quarter.
  - A minimum of one operational fire extinguisher, fully charged, maintained per manufacturer requirements and visible in a designated location.
  - A working carbon monoxide detector in every dwelling unit with an attached garage or fuel appliance.
  - Egress doors are easily openable from the interior without the need for keys, special knowledge or effort.
  - Other than fixed windows, all windows are lockable, capable of being fully opened and held in position by operational window hardware.
  - No visible signs of mold inside of the property.
  - Electrical equipment, wiring and appliances are properly installed and maintained per manufacturer specifications. Flexible cords are not used for permanent wiring.
  - All kitchen and bath receptacles have ground fault circuit interrupter (GFCI) protected receptacles.
  - All floor surfaces designed to be fixed to the flooring below are secured and free of any tripping hazard.
  - Dryers are properly vented to the exterior of the structure and maintained free of obstructions.
  - Unit is free of pest or vermin infestation.
  - Exterior stairs, decks, balconies, and porches, including guards & handrails, are structurally sound, in good repair, free of deterioration & mold, properly anchored and capable of supporting all imposed loads.
  - Each entrance to the dwelling and exterior stairways are illuminated by an artificial light source. Exterior lighting is operable & controlled from inside unless continuously illuminated or automatically controlled.
  - Exterior property areas are maintained in a clean and safe condition.
- Rental property lease and advertisement does not exceed Town of Dewey Beach occupancy limit.
- The Town of Dewey Beach Information Guide is visibly posted in the rental property (copies available at Town Hall or www.townofdeweybeach.com).
- Tenants have been advised of the Disorderly Dwelling ordinance (§85-1301 A, Disorderly Use of a Dwelling), and the ordinance is posted in the rental unit.
- The rental property is contracted for trash and recycling services with the town's designated vendor (Casella). All scheduling of services is arranged and provided by the vendor. Valet service is optional for multi-unit residential properties and for multi-unit properties that have arranged a single account for all the residents of that property through their property management company.
- Once issued, the current residential rental license stickers will be placed on the front door or a window which is visible from the roadway or a walkway. All prior residential rental license stickers will be removed. Failure to obtain and post is considered a civil offense pursuant and shall be subject to a fine of $500.
- If you allow your rental property to be subleased, you have indicated so on the rental license application.
- Rental properties may be inspected periodically to assure compliance with applicable building, housing and sanitation codes and ordinances. Inspections will be arranged through communication with the Owner. The Town will make reasonable efforts to conduct inspections when the rental unit is unoccupied.
- All residential rental properties in Dewey Beach are subject to a 3% Accommodations Tax in addition to the Delaware short-term rental tax. For more information, visit www.townofdeweybeach.gov/AccommodationTax.
- If you are unsure about any aspect of this checklist or the health and safety of your rental property, the town recommends you hire a professional inspector.

I hereby attest that the above rental property for which a rental license is being sought meets all the above statements and agree to abide by the Dewey Beach Code as it relates to the rental of my property. I understand that in the event of the failure to comply with these requirements that the residential rental license may be revoked and the owner of the property may be subject to a fine and/or penalties.



Signature:_____ Date:_____