Vacant Property Registration Form

The entire form must be filled out completely and accurately to be accepted. Please mail to:

Department of Licenses and Inspections
800 N. French Street, 3rd Floor
Wilmington, DE 19801

Or, fax to: (302) 658-2226

Vacant Property Address: _____

Owner's Name: _____

Owner's Home Phone: _____

Owner's Cell Phone: _____

Owner's Business Phone: _____

Owner's Date of Birth: _____

Owners Mailing Address: (*PO Boxes are not acceptable*)

_____

_____

If the owner is a corporation, please provide Name of Principal of the Corporation:

_____

Registered Agent's Name:

_____

Registered Agent's Address:

_____

_____

(Must be an individual who will accept service of process on behalf of the corporation)

Owner / Agent's Signature:

_____ Date: _____

Detach Here

City of Wilmington
Department of Licenses and Inspections
800 N. French Street, 3rd Floor
Wilmington, DE 19801

Dennis P. Williams, *Mayor* • **Theopalis K. Gregory, Sr., *City Council President*** • **Henry Supinski, *City Treasurer***

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City of Wilmington

Vacant Property Registration Fee Program

Form Enclosed

Vacant house

CITY OF WILMINGTON
Department of Licenses and Inspections

800 N. French Street, Third Floor
Wilmington, DE 19801
(302) 576-3030

Wilmington
In the middle of it all
www.WilmingtonDE.gov

Annual Registration of Vacant Buildings and Associated Fees

An owner and/or agent of a building that has been vacant for more than 45 consecutive days is required to register the vacant property with the Department of Licenses and Inspections. A Vacant Registration Form can be found in this pamphlet or picked up at the Department of Licenses and Inspections, 800 N. French Street, 3rd Floor, Wilmington, DE 19801.

Registration Forms can also be downloaded at:

www.wilmingtonde.gov/residents/vacantproperties

Vacant Property Fees are assessed for any property that has been vacant in excess of one (1) year. Registration fees are billed by the Department of Licenses and Inspections on November 1st of each year and must be paid in full by the 1st of January. If the status of a property, or the information contained in your Registration Statement changes, it is your responsibility to inform the Department of Licenses and Inspections in writing, within 30 days of the change.

Cover photo after renovations

What YOU Can Do to Help Eliminate Vacant Properties!

You can review a list of vacant properties and report any that are not on the list. Go to:

www.wilmingtonde.gov/residents/reportaproperty

Fee Structure:

The registration fee is based upon the total number of years the property has been vacant as of November 1st, regardless of varying ownership during the period of vacancy. The fee schedule is as follows:

Less than 1 year vacant	**$0.00**
1 year vacant	**$500.00**
2 years vacant	**$1,000.00**
3-4 years vacant	**$2,000.00**
5-9 years vacant	**$3,500.00**
10 years vacant	**$5,000.00**
10+ years vacant	**$5,000.00**

plus an additional $500.00 for every year the property is vacant over 10 years.

One-Time Waiver of the Vacant Registration Fee:

You may request a one-time waiver of your vacant registration fee if:

1.) You are in the process of substantial repair of the vacant building (rehabilitation or demolition) and work will be completed within a reasonable period of time, OR

2.) You were actively attempting to sell or lease the property during the vacancy period.

Your request must be received in writing no later than 30 days from the date of the vacant statement.

Send your waiver request letter to:

Department of Licenses and Inspections
800 N. French Street, 3rd Floor
Wilmington, DE 19801

IMPORTANT:
Documents that establish the conditions of your waiver MUST be included in your Waiver Request letter.

All properties must be registered to receive a waiver. Past due vacant fees can not receive a waiver.

If you meet the conditions for a waiver, the Commissioner may waive the registration fee imposed for the current year. A waiver is ONE-TIME ONLY. Therefore, if the property is not sold, occupied or demolished by the following year, you are not eligible for any further waivers.

All monies due the City must be paid in order to receive a waiver.

A two (2) year waiver of the registration fees may be requested if the owner meets the criteria for non-profit organizations, as defined by Section 501(c)3 of the Internal Revenue Code.

PLEASE NOTE: if you received a waiver last year, and your project is nearly completed, you may request an extension of up to 12 months from the date of the billing statement. IF you fail to sell, occupy, or demolish within that time frame, you will be required to pay the full registration fee due.

Appeal from the Registration Requirement:

As the owner, you have the right to appeal the registration requirement and/or assessed fee. In order to appeal, please submit a **$50.00 non-refundable filing fee**, no later than **30 days** from the date of the billing statement AND a written request stating your reasons for an appeal. Evidence supporting your appeal may be introduced at the hearing. Send the written appeal request to:

Secretary of the Board of License and Inspection Review
800 N French Street, 3rd Floor, Wilmington, DE 19801

— **Delinquent Registration Fees as a Lien**: If the owner fails to pay the vacant registration fee by the due date, the fee shall constitute a debt due to the City.

— **Duty to Amend Registration Statement**: If the status of the registration information changes, it is the responsibility of the owner to advise the Department in writing of such changes within 30 days of the change.

— **Violations Penalties**: If the owner refuses or fails to register a vacant building or pay any required fees, a violation shall be issued within 30 days after the due date, punishable upon conviction by a fine $100-$500 for each refusal or failure.

**** * * This fine is not subject to suspension or reduction * * ****