

City of Wilmington

Application for Residential Property Rental License

Thank you for applying for the City of Wilmington Rental License.

Your application **must be completed in its entirety** with all of the required information.

Please note the following items:

- Post office box addresses are not acceptable other than for an override mailing address.
- You must provide a contact person that can be reached 24 hours a day, 7 days a week.
- If there are multiple owners, you must attach a list that includes names, addresses, and telephone numbers.
- All rental properties and the number of units in each property must be listed in the spaces provided on the back of the rental license application. **Note: You must include dimensions for all rooms within the dwelling units.**
- The Housing Inspector must approve your application before a license can be issued.
- If the owner or operator does not actually reside in New Castle County or is not customarily present at an office in the City for the purpose of transacting business, then such owner or operator shall designate a licensed property manager to be in control of the dwelling or dwelling units.

Fees:

- One or two rental units - **\$ 50.00**
- Three or more units - **\$120.00, plus \$10.00 per unit**

Fee must accompany the application.

Inquires:

- For inquires **concerning the application or monetary issues**, please call the Finance Department, Earned Income Tax and Business License Division at **(302) 576-2415** or **(302) 576-2418**.
- For inquires **concerning housing or compliance issues**, please call the Department of Licenses and Inspections at **(302) 576-3030**.

Address: _____	Address: _____	Address: _____	Address: _____
Apartment # _____	Apartment # _____	Apartment # _____	Apartment # _____
LR _____ BR3 _____	LR _____ BR3 _____	LR _____ BR3 _____	LR _____ BR3 _____
DR _____ BR4 _____	DR _____ BR4 _____	DR _____ BR4 _____	DR _____ BR4 _____
KP1 _____ BR5 _____	KP1 _____ BR5 _____	KP1 _____ BR5 _____	KP1 _____ BR5 _____
BR1 _____	BR1 _____	BR1 _____	BR1 _____
BR2 _____	BR2 _____	BR2 _____	BR2 _____
Total Number of Occupants _____	Total Number of Occupants _____	Total Number of Occupants _____	Total Number of Occupants _____

List of Properties

Address: _____ # of Units _____

Zoning: _____ Non-Conforming Use? Yes No If yes, Date Granted: _____

Address: _____ # of Units _____

Zoning: _____ Non-Conforming Use? Yes No If yes, Date Granted: _____

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Address: _____ # of Units _____

Zoning: _____ Non-Conforming Use? Yes No If yes, Date Granted: _____