



**City of Wilmington  
Department of Licenses & Inspections**

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**Vacant Property Registration Form**

*Entire form must be filled out completely and accurately to be accepted.*

Please mail completed form to:

Vacant Registrations

Department of Licenses & Inspections

800 N French Street

Wilmington, DE 19801

or fax to (302) 571-4285

or email to [vacantproperty@wilmingtonde.gov](mailto:vacantproperty@wilmingtonde.gov)

Vacant Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Office Phone: \_\_\_\_\_

Owner's Home Phone: \_\_\_\_\_

Owner's Cell Number: \_\_\_\_\_

Owner's Date of Birth: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Mailing Address (*P.O. Boxes are not acceptable*):

\_\_\_\_\_  
\_\_\_\_\_

If owner is a corporation, please provide

Name of Principal of the corporation: \_\_\_\_\_

Resident Agent's Name: \_\_\_\_\_

Resident Agent's Address: \* \_\_\_\_\_

Resident Agent's Email: \_\_\_\_\_

*\* Must be an individual who will accept service of process on behalf of the corporation.*

*\* P.O. Boxes are not acceptable.*

Owner/Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If an owner fails to return this registration form for all their vacant properties, to amend the registration statement, if applicable, or pay the registration fee, the City of Wilmington may institute criminal proceedings against the owner of the property. An owner is subject to a potential fine of \$500.00. In addition, the City of Wilmington may bring a civil action to collect any unpaid registration fees.

Please contact the Dept. of Licenses & Inspections regarding any questions you may have about the completion and/or submittal of this form at (302) 576-3096 or [vacantproperty@wilmingtonde.gov](mailto:vacantproperty@wilmingtonde.gov)

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\* If owner's mailing address has changed or changes within the next year or the property is sold to a new owner, under Wilmington City Code Chapter 4, §4-27, 125.0 et seq. the owner is responsible to update this information and must notify the Department of Licenses and Inspections within 30 days of a such a change.