

### Town of Dewey Beach Application for Residential Rental License

License Year May 1, 2025 – April 30, 2026

All Rental Properties Must Complete and Return This Form by April 15<sup>th</sup>

Please complete a separate form for each rental unit for property in Dewey Beach

The Dewey Beach Municipal Code requires that any person, firm or corporation engaged in renting or leasing rooms, cabins, private houses or apartments by any means, including classified websites, shall obtain an annual license for the period which begins May 1st and ends April 30th of each licensing year, for any dwelling in Dewey Beach.

**Please provide the following:**

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:

<input type="checkbox"/> 1 – 2 Bedrooms: \$188.00	<input type="checkbox"/> 6 Bedrooms: \$248.00	<input type="checkbox"/> 10 Bedrooms: \$308.00
<input type="checkbox"/> 3 Bedrooms: \$203.00	<input type="checkbox"/> 7 Bedrooms: \$263.00	<input type="checkbox"/> 11 Bedrooms: \$323.00
<input type="checkbox"/> 4 Bedrooms: \$218.00	<input type="checkbox"/> 8 Bedrooms: \$278.00	<input type="checkbox"/> 12 Bedrooms: \$338.00
<input type="checkbox"/> 5 Bedrooms: \$233.00	<input type="checkbox"/> 9 Bedrooms: \$293.00	<input type="checkbox"/> 13 Bedrooms: \$353.00

Enter Total Due From Above\*: \_\_\_\_\_

*\*Your application will not be accepted without payment. Checks should be made payable to The Town of Dewey Beach. You may also complete this form and payment online at [www.townofdeweybeach.com](http://www.townofdeweybeach.com).*

**Rules and Restrictions:**

- Per §112-4 of the Dewey Beach Town Code, 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 occupants for occupancy limits. Applicants shall not advertise occupancy that exceeds the limits per Section §112-4.
- License fee is \$188.00 per unit up to and including 2 bedrooms, plus \$15.00 for each additional bedroom (per Ordinance 831, adopted 2/16/2024).
- The provisions of §117-9 of the Dewey Beach Town Code concerning suspension or revocation of license apply equally to licensed property owners and licensed tenants who sublet rental units.
- Upon approval of your application, a license certificate and rental license sticker will be mailed to the owner mailing address. The rental license sticker **MUST** be displayed on the front door or window of the rental unit. Failure to obtain and post is considered a civil offense pursuant to chapter 80[1] of the Municipal Code of Dewey Beach and shall be subject to a fine of \$500.
- It is the responsibility of property owners to advise their tenants of the Disorderly Dwelling ordinance (§85-1301 A, Disorderly Use of a Dwelling), and to have it posted in the rental house.
- Rental properties in Dewey Beach are subject to a 3% Accommodations tax in addition to being subject to the Delaware short-term rental tax. If you believe your property is exempt from Accommodations Tax, please include a copy of your year-round lease with an initial term of one year or more. For more information, please visit [www.townofdeweybeach.gov/AccommodationTax](http://www.townofdeweybeach.gov/AccommodationTax).
- Per §117-4 of the Dewey Beach Town Code, rental properties may be inspected periodically. Periodic inspections shall be arranged through communication with the Applicant or the Applicant’s designated nominee. The Town will make reasonable efforts to conduct inspections when the rental unit (or dwelling) in question is unoccupied. Rental units leased for a period of one year or more shall not be subject to periodic inspections unless sublet for a term of less than one year.
- Per Ordinance 737 enacted February 11, 2017 amending Chapter 153 of the Dewey Beach Town Code, owners of residential property that is the subject of a residential rental license shall contract with the Town’s designated vendor for trash and recycling collection services. Minimal service collection frequency shall be twice weekly for trash and once weekly for recycling from May 1<sup>st</sup> – September 30<sup>th</sup> of each year. For any period between September 30<sup>th</sup> and May 1<sup>st</sup> of the subsequent year in which such property is rented, owners shall contract with the Town’s designated vendor for not less than once weekly trash and recycling services. Additionally, owners of properties offered for rent shall elect and maintain valet service from the Town’s designated trash and recycling collection vendor during any period in which trash and recycling collection is required. Valet service is optional for multi-unit residential properties that are using the waste containers maintained by a commercial entity on the property, and for multi-unit residential properties that have arranged a single account for all the residents of the property.

I hereby agree to abide by the Dewey Beach Code as it relates to the rental of my property. All information provided above is true and correct to the best of my knowledge.

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

## Safety Certification Affidavit

Anyone who rents their property in Dewey Beach, Delaware must obtain a Town of Dewey Beach Residential Rental License. No residential rental license will be issued without completion of this Safety Certification Affidavit. Incomplete or unsigned affidavits and applications will not be processed.

For a residential rental license to be issued or renewed by the Town of Dewey Beach, compliance to the following minimum safety-related items must be certified by the property owner.

**By initialing next to each item, you certify that you are currently in compliance and will maintain the following:**

A minimum of one operational smoke detector shall be placed on each level of the structure, and one smoke detector shall be placed in each bedroom/sleeping quarter. The rental property shall be in compliance with State of Delaware Fire Marshal Code (statefiremarshal.delaware.gov).	
Each rental property has a minimum of one operational fire extinguisher, fully charged, maintained per manufacturer requirements and visible in a designated location.	
Rental property lease and advertisement does not exceed Town of Dewey Beach occupancy limit.	
As assigned by Sussex County, emergency 911 numbers are posted, correct, minimum of 4" color contrasting reflective numbers, and visible day and night.	
Per Chapter 138 of the Town of Dewey Beach Code, exterior property areas are maintained in a clean and safe condition.	
Egress doors have locks and are easily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort. Other than a fixed window, all windows are lockable, capable of being fully opened and held in position by operational window hardware.	
All carpet and floor surfaces designed to be fixed to the flooring below are secured to the floor below and free of any tripping hazard.	
Electrical equipment, wiring and appliances are properly installed and maintained per manufacturer specifications. All kitchen and bath receptacles have ground fault circuit interrupter (GFCI) protection and have the appropriate faceplate cover. Flexible cords are not used for permanent wiring by running through doors, windows, cabinets or concealed within walls, floors, or ceilings. Electrical switches and appliances that have been exposed to water or fire have been replaced in accordance with prevailing Building, Electrical, and Plumbing Codes.	
All mechanical equipment, appliances, fireplaces, solid fuel-burning appliances, cooking and water heating appliances are properly installed per manufacturer specification and maintained in a safe working condition, capable of performing the intended function. Dryers are properly vented to the exterior of the structure and maintained free of obstructions.	
The roof and flashing are sound, tight, does not admit rain and is adequate to prevent dampness or deterioration to interior portions of the structure. Siding is weather resistant and watertight. No visible signs of mold inside of property.	
Unit is free of pest or vermin infestation.	
All exterior stairs, decks, balconies, porches, and similar structural members, including guards and handrails, are structurally sound, in good repair, free of deterioration and mold, properly anchored and capable of supporting all imposed loads. Definition of imposed load: the part of the total load sustained by a structure or member thereof that is applied to it after the erection-compared to dead load.	
Each entrance to the dwelling and exterior stairways are illuminated by an artificial light source. All exterior lighting is operable and controlled from inside the dwelling unless continuously illuminated or automatically controlled.	
Once issued, the current residential rental license stickers will be placed on a window which is visible from the roadway or a walkway. All prior residential rental license stickers will be removed.	
The Town of Dewey Beach Information Guide is visibly posted in your rental property (copies available at Town Hall or www.townofdeweybeach.com).	
If you allow your rental property to be subleased, you have indicated so on the rental license application.	
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 listed safety-related requirements. 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: \_\_\_\_\_