

Date: _____

APPLICATION# _____

TOWN OF DELMAR, DELAWARE

Application and Temporary Certificate for license of a rental unit.

- _____ Single Family Unit
- _____ Unit of Two-Family Residence
- _____ Unit of Multi-Family Residence
- _____ Unit of Apartment Building
- _____ Other _____

I, _____, the legal owner of the dwelling located at _____, do hereby apply for a license to rent the above dwelling unit in the **Town of Delmar, Delaware**. I understand that by this application, I give permission for inspection of the property to determine if this property is in compliance with **Ordinance 46** of the **Town of Delmar, Delaware**. This inspection may be performed without the necessity for obtaining any further permission or judicial warrant, except that the **Town of Delmar** will provide me and/or my tenant at least ten (10) days notice prior to any interior inspection or to require any tenant to allow entry for such inspection shall constitute sufficient reason for the denial or revocation of rental license or temporary certificate. The fee for the inspection will be \$30.00. Owners are responsible for payment of the water bill and for grass-cutting. Any unpaid bills incurred by failure to assume responsibility for these duties will become a lien on the property.

Owner/Agent

Owner's Name: _____
 Address: _____
 Phone: _____

Agent's Name: _____
 Address: _____
 Phone: _____

Tenant's Name: _____
 Number of people living in dwelling: _____
 Phone: _____

Upon signature below, this application shall serve as a temporary certificate pending inspection and license, as provided by the Town of Delmar, Delaware.

City Manager/Designee

TOWN OF DELMAR, DE/MD

UTILITY AGREEMENT AUTHORIZATION

Quarterly utility bills must be sent to the legal property owner per our Town policy, as the legal property owner is ultimately responsible for the account. Accounts that are in arrears of two quarters or more may be processed for tax sale, which is why it is important to maintain a current account or satisfy any payment agreement that may be granted.

Every quarter our office is contacted by tenants who wish to make a payment arrangement on their utility account. Currently, if the tenant has maintained a current account and/or has kept prior arrangements that have been made, we will authorize an extension to a specific date. If the agreement is not kept services are then disconnected, weather permitting. The Town is now requesting that all property owners complete the form below to allow the Town to grant said payment arrangements. Failure to return this form will result in an automatic denial to authorize payment extensions to the tenant. Please complete and return this form with your rental license application.

This form will be kept on file and will be good for the same period of time as the rental license. If for any reason the legal property owner wishes to change the status of the authorization agreement during this period of time a written request for the change must be submitted to our office.

Please complete Option A or Option B

Option A

I, _____, property owner of _____ hereby authorize the Town of Delmar to Grant Deny payment extensions to the tenant at the aforementioned location. (Check one)

Option B

I, _____, property owner of _____ pay for utilities at the aforementioned location therefore this agreement does not apply to me.

By signing below you acknowledge that you have read and completed this form in its entirety and if applicable all utility bills will be forwarded to the tenant in a timely manner so that they are given ample time to pay the utility bill prior to the due date.

Signature

Date