

**TOWN OF ELSMERE
RESIDENTIAL RENTAL LICENSE APPLICATION**

OFFICIAL USE ONLY

Tax Check: OK Delinquent \$ _____ Date checked: _____ Lic. No. Issued: _____
 Lease Provided: Pest Inspection Provided: Date of Pest Inspection: _____ Landlord Tenant Summary: Vehicle Registration: Vehicle Color: _____
 APPROVED _____ NOT APPROVED (reason) _____ Code Official: _____ Date: _____

Rental Property Address:

Street Address _____
 City _____ State _____ Zip _____
 Tax Parcel Number _____
Type of Property:
 Single Family Home _____ Apartment _____
 Business _____ Other _____
Number of Units:
 Residential _____ Commercial _____ Total _____

Property Owner:

First Name _____ Middle _____ Last _____
 Owners Home Address _____
 City _____ State _____ Zip _____
 Business Phone Number _____ Home Phone Number _____

Management Company (if applicable):

Name: _____ Representative: _____
 Address: _____ Telephone: _____
 City/State/Zip: _____ Elsmere Business License Number: _____

Residential Rental Unit

Unit Number: _____ Date of occupancy (Month/Year): _____
 Primary Occupant's Name: _____ Home Phone: _____ Bus Phone: _____
 Other Occupants' Names: _____
 Total Number of Occupants: _____ Bedrooms: _____ Bathrooms: _____ Total Square Footage: _____
 Adults _____ Children _____

Additional units require a separate application

READ THIS

The following information must accompany this application or a statement indicating the unit is vacant:

- A copy of the lease or agreement between the tenant and owner of each rental unit
- A copy of a signed document stating that the owner has provided the tenant with a Summary Document of the Delaware Landlord Tenant Code
- A copy of the registration and color of all vehicles that will be kept at the property
- proof that a pest inspection has been performed within 15 days of the occupancy date within the unit to be occupied

Pre-Rental Inspections and Certificates of Occupancy are required prior to any change in tenant. No Pre-Rental Inspection will be scheduled until the above information has been provided to the Code Enforcement Department.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I am aware that I am required to notify the Town of Elsmere should any changes to the above information occur. I further certify that I am aware that this is a license and that a Certificate of Occupancy is required prior to occupancy or any change in occupancy.

 Owner's Signature

 Date

**TOWN OF ELSMERE
COMMERCIAL RENTAL LICENSE APPLICATION**

OFFICIAL USE ONLY

Tax Check: OK Delinquent \$ _____ Date checked: _____ By: _____ Customer ID: _____ Lic. No. Issued: _____ Date: _____
 Lease Provided: Tenant Business License No. _____ Code Official: _____
 APPROVED NOT APPROVED (reason) _____

Rental Property Address:

Street Address _____
 City _____ State _____ Zip _____
 Tax Parcel Number _____
Type of Property:
 Single Family Home _____ Apartment _____
 Business _____ Other _____
Number of Units:
 Residential _____ Commercial _____ Total _____

Property Owner:

First Name _____ Middle _____ Last _____
 Owners Home Address _____
 City _____ State _____ Zip _____
 Business Phone Number _____ Home Phone Number _____

Management Company (if applicable):

Name: _____ Representative: _____
 Address: _____ Telephone: _____
 City/State/Zip: _____ Elsmere Business License Number: _____

Commercial Rental Unit

Unit Number: _____ Date of occupancy (Month/Year): _____
 Primary Occupant's/Business Name: _____
 Phone Number : _____ Square Footage of Unit: _____ Type of Business Being Performed: _____
 Total Square Footage of Structure: _____ Total Number of Tenants Occupying Structure: _____

Additional units require a separate application

READ THIS

The following information must accompany this application or a statement indicating the unit is vacant:

- A copy of the lease or agreement between the tenant and owner of each rental unit
- Copy of the tenants Town of Elsmere Business License

Pre-Rental Inspections and Certificates of Occupancy are required prior to any change in tenant. No Pre-Rental Inspection will be scheduled until the above information has been provided to the Code Enforcement Department.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I am aware that I am required to notify the Town of Elsmere should any changes to the above information occur. I further certify that I am aware that this is a license and that a Certificate of Occupancy is required prior to occupancy or any change in occupancy.

 Owner's Signature

 Date